

**MONONGALIA COUNTY SCHOOLS
PERSONNAL REQUEST FORM**

INSTRUCTIONS: This form is to be completed when any existing position becomes vacant or when there is a request to create a new position.

Please forward the completed form to Human Resources for posting.

REASON FOR VACANCY

POSITION VACATED BY (Name)

EFFECTIVE DATE OF VACANCY

PROFESSIONAL POSITION

SERVICE POSITION

SCHOOL/WORKSITE

EMPLOYMENT TERM

FULL TIME / HALF TIME

EMPLOYMENT TYPE

FUNDING SOURCE

SALARY

POSITION EFFECTIVE DATE

DATE

SIGNATURE