

DIOCESE OF WILMINGTON
Catholic Charities
RECRUITMENT REQUISITION FORM

Position: _____ (attach _____ job description)

Staff Requesting Recruitment: _____

Location of Position: _____

Normal Work Schedule: _____

Status: Regular Part-time Full-time Temporary

Seasonal Hourly Part-time

Classification: Exempt Administrative Professional
 Non-exempt Clerical/Secretarial General

Services

Salary Range: Minimum _____

Mid-point _____

Maximum _____

Range # _____

Position Requires

- Work with Children or Elderly
- Driver's License Check
- Criminal Background Check

Salary Information is to be obtained from the Director of Human Resources.

Budgeted Salary for Current Budget Year: Yes No

Availability/Effective Date: _____

Special Advertising Instructions:

Internal: _____ External: _____

Advertising Information – suggested wording(s):

Advertising Start Date:

Approved _____
Executive Director

_____ **Regional Director**

To be completed by Human Resources

Date Received: _____

Estimated Cost of Advertisement:

Sample of Advertisement attached or reviewed with hiring agent

List of Internal Posting Dates attached or reviewed with hiring agent

List of Postings and Dates attached or reviewed with hiring agent

Mailed to parishes Date for publication _____

Mailed to Religious Communities

Placed on Diocesan Website _____

Placed on other Website _____
(Identify site and date)

To be interviewed by HR Director Yes No

Verification of Budgeted Amount HR Director Yes No

Authorized by: _____
Director of Human Resources

cc: Department Head
Regional Director
Hiring Agent