

**CITY OF NEWTON**  
**JUSTIFICATION / REQUISITION TO FILL POSITION**  
(REV MAY 2008)

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Grade: \_\_\_\_\_ Salary/Range: \_\_\_\_\_

Full-time  Part-time with benefits  Part-time without benefits

Civil Service  Permanent  Temporary  Seasonal

No. of vacancies: \_\_\_\_\_ Suggested start date: \_\_\_\_\_ If temp, end date: \_\_\_\_\_

Job description must be attached

Justification to fill position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous incumbent: \_\_\_\_\_ Employee #: \_\_\_\_\_

Retired  Resigned  Terminated  Promoted  Other \_\_\_\_\_

Previous incumbent's last day in position: \_\_\_\_\_

I certify that an appropriation has legally been made and that there are sufficient funds available to pay employee(s) for the balance of the fiscal year or term of employment and that the position(s) to be filled has been authorized under the provisions of Section 2-107 of the City Ordinances.

Department Head	Title	Date

Approvals:

Director of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

Comptroller \_\_\_\_\_ Date \_\_\_\_\_

Mayor \_\_\_\_\_ Date \_\_\_\_\_