

C. S. 116		STATE OF KANSAS DEPARTMENT OF CIVIL SERVICE 801 HARRISON, TOPEKA PERSONNEL REQUISITION		Complete in Quadruplicate Retain the PINK copy Send the other three copies to Dept. of Civil Service.	
Agency UNIVERSITY OF KANSAS		Organization Unit PHYSICAL EDUCATION DEPARTMENT		Title of Position LABORER	
Proposed Pay Rate \$.65 hr. per month Less: \$ none maintenance		Number of Vacancies..... Type of Vacancy: Replacement <input checked="" type="checkbox"/> New Position <input checked="" type="checkbox"/>		Name and Title of Former Incumbent (Give only number and class if more than three) none	
Preferred Method of Filling Vacancy: <input checked="" type="checkbox"/> Original Appointment <input type="checkbox"/> Promotion <input type="checkbox"/> Reemployment <input type="checkbox"/> Transfer <input type="checkbox"/> Reinstatement		Kind of Appointment: Permanent <input checked="" type="checkbox"/> Temporary <input checked="" type="checkbox"/> From May 3, '46 to Part-time <input type="checkbox"/> Explain		Starting Date May 3, 1946 Place of Work Lawrence	
Describe the specific duties and responsibilities of the position or positions to be filled. Duties and responsibilities change from time to time, therefore a new description should be prepared each time a position is to be filled. If more space is needed, attach additional pages to this form. Explain any special qualifications needed. If possible, avoid direct quotation from class specifications.					
Repair work Construction work					
Equipment to be operated: Essential special qualifications: Check sex required: <input checked="" type="checkbox"/> male.....female					
Employees Doing Similar Work		Employees to be Supervised by Appointee		Person who will Supervise Appointee	
Names and Titles (Give only number and class, if more than three) Ed Hughes Wm. Hughes		Number none		Name Dell Davidson	
Signature of Supervisor Dell Davidson		Title		Signature of Appointing Authority	
Date		Signature of Director of State Civil Service			
FOR USE BY THE DEPARTMENT OF CIVIL SERVICE					
Allocation By:		Salary		Method of Filling Vacancy	
List to be Used					