

DEPARTMENT OF CIVIL SERVICE

801 HARRISON, TOPEKA

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PERSONNEL REQUISITION

Agency

UNIVERSITY OF KANSAS

Organization Unit

Physical Educ.

Title of Position

Proposed Pay Rate

\$.65 hr. per month

Less: \$ none maintenance

Number of Vacancies..... 1

Type of Vacancy:

Replacement

New Position

Name and Title of Former Incumbent

(Give only number and class if more than three)

Preferred Method of Filling Vacancy:

- Original Appointment
- Reemployment
- Reinstatement
- Promotion
- Transfer

Kind of Appointment:

- Permanent
- Temporary
- Part-time
- Explain

Starting Date.....

Sept 1, 1943

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.

Equipment to be operated:

Essential special qualifications:

Check sex required: 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)

Number

Class Title

Name

Class Title

F.C. Allen Professor

Signature of Supervisor

Title

Professor

Signature of Appointing Authority

Date

FOR USE BY THE DEPARTMENT OF CIVIL SERVICE

Allocation

Salary

Method of Filling Vacancy

List to be Used

By:

Date

Signature of Director of State Civil Service

