



POSITION BID REQUEST

Name: _____

Payroll Number: _____

Home Phone Number: _____

Work Extension: _____

Best Time To Call: _____

Employee's Signature: _____

Date: _____

Posted Position Vacancy:

Job Title: _____

Dept/Floor: _____

Shift: _____

Posted Status: # hours ppd: _____
(check one) ρReg FT ρReg PT ρPRN ρTemp

Present Position:

Job Title: _____

Dept/Floor: _____

Shift: _____

Current Status: # hours ppd: _____
(check one) ρReg FT ρReg PT ρPRN ρTemp

Hire Date: _____

Date in present position: _____

Special Qualifications (**Please attach a current resume**): _____

******* HUMAN RESOURCES DEPARTMENT USE ONLY *******

In Good Standing: ρ Yes ρ No

Background Check Reviewed For Restricted Convictions: ρ Yes ρ No

Manager Name: _____

Date Sent via Position Manager for Review: _____ Date Current Manager Contacted: _____

Interviewed: ρ Yes ρ No

Wage Quote: _____ p/h Experience Year: _____

Employee: ρ Accepted ρ Declined on: _____

EFT Date: _____ EHS Nurse Notified & Phone # Provided on: _____

Notify Manager Results EFT/Effective Date of Status Change: _____

Date Notified Excessive Bids: _____

Date & Method Notified Position Filled: _____