



Jefferson County Public Schools Personnel Request Form

Cost Center No: _____

- New position
- Resignation
- Transfer to _____
- Reassignment
- Retirement
- Other _____
Please specify.
- Certified position
- Classified position
- Full Time
- Part Time
- Temporary

Name of Person to be Replaced: _____ Race/Sex Code: _____
 Title of Position: _____
 Unit/Location of Position: _____
 Desired Beginning Date: _____

Please Note: If this is a replacement position, please specify above the name of the employee being replaced. **Also, attach the employee's letter of resignation or request for leave of absence, along with any required doctor's statements.** These documents are needed to process this replacement request, and we want you to assume the responsibility for getting the documents and sending them to us at the same time you send us this request.

Special Type of Certificate/License: _____

Funding (Please check): General Federal Other (Please specify): _____

Account Code or Position # _____ Length of Work Year: _____ Days _____ Hours

Other information you feel Human Resources needs to know (e.g., This is a 2nd shift position. OR bilingual proficiency desired):

Please Note: If this is an administrative position, attach a Job Description so that the vacancy may be advertised.

Will the person in this position drive a Board vehicle or Pool Board vehicle? Yes No

Committee Chair Name: _____

Principal or Cost Center Head: _____

Signed: _____ Date: _____

For HR use only:

<input type="checkbox"/> Funding Source & Position Verified	<input type="checkbox"/> Post Position Advertisement
<input type="checkbox"/> Personnel Change Communicated to Grant Director	JobID# _____ KEPS # _____
Position Control # _____	
Use Job Description: _____	
Use Waiver Language: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, insert reason: _____	
Use Posting Language: <input type="checkbox"/> YES <input type="checkbox"/> NO <small>Per Article 16 Section A, 2 of the JCBE and JCTA Agreement, current JCPS classroom Teachers must use the Teacher Transfer process and will not be considered for this vacancy.</small>	
_____ HR Signature & Date	