



PERSONNEL ACQUISITION FORM

*Position Title: _____

*Department: _____

*Reports to: _____

*Physical location(s) of position: _____

*Date Position Available: _____

*Check one below:

_____ Regular (**May be Eligible for City of Holyoke employee benefits**)

_____ Temporary (**Not eligible for City of Holyoke employee benefits**)

_____ Temporary/Seasonal (**Not eligible for City of Holyoke employee benefits**)

*Check one below:

_____ Full Time (**May be Eligible for full time City of Holyoke employee benefits**)

_____ Part Time (Less than full time, but regularly works an average of at least twenty (20) hours per week;
(May be Eligible for part time City of Holyoke employee benefits))

_____ Per Diem/Intermittent/Casual (**Not eligible for City of Holyoke employee benefits**)

*Schedule (Days and hours): _____

*Civil Service? ____ Yes ____ No

*Position covered by collective bargaining agreement? ____ Yes ____ No

*If non-union, Pay schedule (Check one below):

_____ Non-union Department Head (DH Salary Schedule Effective July 1, 2007)

_____ Non-union Professional (PR Schedule Effective July 1, 2007)

_____ Miscellaneous Salary Schedule (Effective July 1, 2007)

_____ Grade Salary Schedule (Exhibit A, Effective July 1, 2012)

_____ Library Salary Schedule (Effective July 1, 2007)

*Requested By: _____ *Date of Request: _____

Appointing Authority Approval: _____
Name and Title (please print and sign) Date

Mayoral Approval (if required) Date

\Revised December 2015