

**THE UNIVERSITY OF TENNESSEE, KNOXVILLE  
RESTRICTED ACCOUNT EXEMPT POSITION VACANCY  
REQUISITION**

Date: \_\_\_\_\_

Position Title: \_\_\_\_\_ Position Number: \_\_\_\_\_

Cost Center Name: \_\_\_\_\_ Cost Center #: \_\_\_\_\_

WBS Element #: \_\_\_\_\_

*Please check as appropriate:*

Regular  Term  Full-time  Part-time  \_\_\_\_% Flex-year  \_\_\_\_%

New Position: Yes  No  If no, replacement for: \_\_\_\_\_

Proposed salary range: \_\_\_\_\_

Internal candidate: Yes \_\_\_\_\_ No \_\_\_\_\_

Complete Work Address: \_\_\_\_\_

Building Code: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

**JOB DESCRIPTION** (attach extra sheet if required):

**QUALIFICATIONS** (attach extra sheet if required):

**Apply with** (cover letter/resume/references): \_\_\_\_\_

**Apply to** (name, address): \_\_\_\_\_

Department Head: \_\_\_\_\_ Principal Investigator: \_\_\_\_\_  
*Signature* *Signature*

Requestor's Phone #: \_\_\_\_\_ Requestor's E-Mail: \_\_\_\_\_

***For Human Resources - Employment use only:***

Requisition No: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Listed: \_\_\_\_\_

Date Removed: \_\_\_\_\_

Filled by: \_\_\_\_\_

Start date: \_\_\_\_\_

Orientation Date: \_\_\_\_\_

Eligible for Retirement: Yes \_\_\_\_\_ No \_\_\_\_\_