

**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 _____