

**STNC Position Request Form**



**Department:** \_\_\_\_\_

**Description of Need:**

**STNC Eligibility:**

- Special Project: 
  - Start date of project: \_\_\_\_\_
- Leave backfill: 
  - Approved length of leave: \_\_\_\_\_
- Recruitment backfill: 
  - Position: \_\_\_\_\_
  - Is position in recruitment:  Yes  No
- Seasonal:
- PAL / Farm Intern:

**Bilingual Stipend:**  Yes  No

**Classification:** \_\_\_\_\_

**Pay Rate:** \_\_\_\_\_

**Start and End Date:** \_\_\_\_\_ - \_\_\_\_\_

**Budget Code(s):** \_\_\_\_\_

**Maximum Hours per Week:** \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

**Group PAF:**  Yes  No

**Revision:**  Yes  No

**Revision justification:** \_\_\_\_\_

\_\_\_\_\_  
**Component VP**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**VP, Finance**

\_\_\_\_\_  
**Date**