



City of Berkley Michigan Job Posting Requisition Form

Position Title:	Department:
Employment Type:	Employee Group:
Posting Type:	Salary/Wage Range:
Date of Request:	Reason for Vacancy:
Date to be posted:	
As soon as possible	Future date:
Is this position budgeted? If not, please provide an explanation below.	
Number of openings to fill for this role:	
Technology Needs (Check all that apply):	
Desk Phone Cell Phone Computer Email Address Other: _____	
Drives a City Vehicle:	
Background Check requirements for this position (criminal history check completed for all new hires):	
Job History Education Reference Check Credit Check Driving Record	
Number of hours per week:	
Work Schedule:	
Job Duties:	

Job Requirements:

City Manager Approval:

Crystal VanVleck

Date

Once completed and signed by the City Manager, please email the completed job posting requisition form to HR@berkleymi.gov