

Black Hawk County

Open Position Bid Requisition Form

Date: _____

Employee Name: _____

Current Position: _____

Current Department & Work Location: _____

Current Supervisor: _____

Work Phone Number: _____

Other Phone Number: _____

Open Position Bidded For: _____

Employee Signature

For use by Human Resources Department Only:

Date Bid Received by Human Resource Department: _____

Date Position Posted: _____

Date Posting Closed: _____

Contract Number of Open Position: _____

Grade: _____

Contract Number of Employee's Current Position: _____

Grade: _____

Employee's DOH: _____

Current Seniority Date: _____

Bid Awarded: Yes No

Date Employee Notified of Bid Results: _____

Comments: _____
