

# REQUEST TO FILL VACANT POSITION

EMAIL COMPLETED FORM TO:

DATE RECEIVED

Michelle Goldade  
administration@danecounty.gov

DEPARTMENT NAME/DIVISION NAME

CONTACT NAME

PHONE NO.

EMAIL ADDRESS

POSITION NO. CLASSIFICATION TITLE & F. T. E.

FORMER INCUMBENT & REASON FOR VACANCY

VACANCY DATE

- ☐ REGULAR
- ☐ PROVISIONAL
- ☐ PROJECT  
LTE

Is position exempt from hiring freeze?

Yes No

HOW IS POSITION FUNDED  
(GPR, STATE/FEDERAL GRANT, ETC)

If this is to fill an LTE position, is the position for a new LTE position or is it a recurring LTE position? NEW RECURRING

LTE Org/Object Code: \_\_\_\_\_ 2026 LTE Budget Amount: \_\_\_\_\_

Anticipated amount you intend to expend of LTE Budget: \_\_\_\_\_

JUSTIFICATION FOR NEED TO FILL THE POSITION:

DOA Director Approval

\_\_\_\_\_  
Signature of Department Head      Date      Shelby Slaven      Date