**JOB POSTING REQUEST**

**Today’s Date:** Click here to enter a date. **Building:** Choose an item. **Specify Other:**

**New Position:** Choose an item. **If no, replaces**

**Title of Position:**       **Is this position a LTS?** Choose an item.

**Type of position:** Choose an item. **If temp, start date** Click here to enter a date. **End Date** Click here to enter a date.

**Calendar to follow:**       **Desired start date:** Click here to enter a date.

**For Leaves of Absences:**

Allow sub to start       day(s) before leave begins for training.

Allow sub to work       day(s) after employee returns from leave for transition.

**Total Hours of Position:**       **FTE (of an 8-hour day):**

**Daily Start Time:**        **End Time:**

**Information/qualifications you want included in the posting:**

**What information would you like the applicant to include in the on-line application:**

[ ]  Letter of Interest [ ]  Resume [ ]  License [ ] Transcripts [ ]  Letters of recommendation [ ]  Writing Sample

[ ]  Other, please list:

**Advertise:** **District Website:** [ ]  Internal candidates only [ ]  Open to all candidates

 **District Website & Externally:** [ ]  NP Times/Extra [ ]  MASA [ ]  Edpost [ ]  MSHSL [ ]  Landit!

 [ ]  Other (Please specify)

**Last day to accept applications:** Click here to enter a date. **Time:**

[ ]  Open until filled (allowed only for hard to fill positions)

**Account Code:**       **Requested by:**

**E-mail notification as applicants apply:** Choose an item. **Who should be notified:**

**DISTRICT OFFICE ONLY** [ ]  Job Description [ ]  Contract

**Employee Type:**       **Calendar:**

**View Applicants:**

**Posting by:** **Date:** **#:**

**Person Hired:**

**Approvals:**

\_\_\_\_\_\_\_\_\_\_Superintendent \_\_\_\_\_\_\_\_\_\_ Finance \_\_\_\_\_\_\_\_\_\_ Human Resources