REQUEST TO POST POSITION

Date: ______________________

To: Human Resources Department

From: ___________________________ Title: ___________________________

☐ Replacement __________________________
   (Name of current employee)

☐ New Position – Superintendent Approved (Date): __________________________

☐ New Position – Treasurer Approved (Date): __________________________

Funding Source: ☐ General Fund ☐ Grant ☐ Other

Position: ___________________________ Location: ___________________________

Does a Job Description exist for this position? Yes________ No ______

Posting Start Date: _______________ Posting End Date: _______________

Overview: ___________________________

________________________________

Essential Job Functions: ___________________________

________________________________

Minimum Qualifications: ___________________________

________________________________

Preferred Qualifications: ___________________________

________________________________

Required Credentials (if applicable): ___________________________

________________________________

Hiring Manager(s): ___________________________

Approved by Assistant Sup. of HR & Operations: ___________________________ Date: ______________