

Gadsden County School Board
 Human Resources Dept
 35 Martin L. King Jr., Blvd
 Quincy, FL 32351

REQUEST TO ADVERTISE TO FILL A VACANT POSITION

COMPLETE THIS FORM AND SUBMIT TO HUMAN RESOURCES

FAX NUMBER: 850.875.8757

Please Note: Incomplete forms will be returned

Date to be advertised: _____ Center Location: _____

Position Title (must match Job Title) _____

Check all that apply: _____ Full-Time _____ Part-Time _____ Permanent _____ Temporary
 Until (date) _____

Certification Required: _____ College Degree: _____

Check appropriate type: _____ New _____ Replacement (previously filled)

If replacement, name of employee being replaced **AND HR Job Code** found on your center's staffing sheet: _____

Date Position will be vacant: _____ Date to be filled: _____

Budgeted amount for position \$ _____ annually or \$ _____ hourly

You must complete the accounting strip below. If funding is from more than one source, complete a line for each fund source and indicate the percentage of funding to be derived from the particular source.

FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	%

Comments: _____

Signature: Principal/Director/Supervisor _____

THIS SECTION FOR DISTRICT LEVEL USE ONLY

	APPROVED	DENIED	SIGNATURE	DATE
Superintendent				
Area Director for Support Services/ HR Director				
Director of Finance				

Date Advertised: _____ Position filled by: _____