

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				
Director of Human Resources				
Director of Finance				

Date Advertised: \_\_\_\_\_ Position filled by: \_\_\_\_\_