

Posting No.:
Date:

JOB CLASSIFICATION					
<input type="checkbox"/> Admin	<input type="checkbox"/> Teacher	<input type="checkbox"/> Pro Tech	<input type="checkbox"/> Para	<input type="checkbox"/> Clerical	<input type="checkbox"/> Custodial
<input type="checkbox"/> Transportation	<input type="checkbox"/> Food Svcs.	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Sub Office	<input type="checkbox"/> Security	<input type="checkbox"/> Other

JOB DESCRIPTION			
Job Title:		Job Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Work Year: <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time		No. of Vacancies:	Date Needed:
Budget Responsibility Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Location/Department:	
Brief Description of Duties & Responsibilities (use this space only): <div style="border: 1px solid black; height: 100px; width: 100%;"></div>			

POSITION INFORMATION		
<input type="checkbox"/> Replacement	<input type="checkbox"/> New Position (Attach a Job Description)	Is this job budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Replacement for (Name):		Replacement for (SSN):
Reason Replacement:		

[illegible][illegible]

REQUEST		
Requested by:	Telephone: ()	Date:
<i>This Job Requisition will provide for a total staff of __. __ FTE'S for the above account no.s I certify that the above position has been analyzed in terms of our current needs and the appropriate funds are available.</i>		
Signature:		Date:

APPROVALS	
Asst Superintendent (Full-Time Certificated):	Date:
Human Resources:	Date:
Budget Office:	Date:

Person Hired:	SSN:
---------------	------