

- Notice to Advertise     
  New Position     
  Existing Position  
 Hours/Day Change     
  Rehire: Employee Replacing

School: \_\_\_\_\_ Department: \_\_\_\_\_

Originator: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Employment:**   
  **Certificated**   
  **Classified**   
  **Management**   
  **Non-Management**

**Position Title:** \_\_\_\_\_     
  Full Time /   
  Part Time

Number of Hours Per Day: \_\_\_\_\_ Time of Assignment: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Employment Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ No. Days Per Yr. \_\_\_\_\_

**EXPLANATION FOR NEED/CHANGE:**

**Budget Information:**

Fund	Resource	Year	Goal	Function	Object	Site	Manager	%

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADMINISTRATIVE APPROVAL**

**HUMAN RESOURCES**

Approved     Not Approved

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EDUCATION SERVICES (for Categorical Funds Only)**

Approved     Not Approved

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUSINESS SERVICES**

Approved     Not Approved

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERINTENDENT**

Approved     Not Approved

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_