



# REQUEST TO FILL POSITION

★ POSITION TITLE: \_\_\_\_\_ Number of positions: \_\_\_\_\_  
*(Title as it appears on Salary Schedule)*

★ FTE: \_\_\_\_\_ ★ Hours per day: \_\_\_\_\_ of class periods (if applicable): \_\_\_\_\_

★ Work site: \_\_\_\_\_

★ Grade Level: \_\_\_\_\_ ★ Subject: \_\_\_\_\_

Licensed  Classified  Confidential  Supervisory  Administrative

Temporary  Probationary  Extra Duty

★ Hours per day: \_\_\_\_\_ Days of the week: \_\_\_\_\_ Clock hours: \_\_\_\_\_

*From - To*

★ Work year Calendar:  190 days  182 days  12-month  Other Calendar \_\_\_\_\_ # days

Site Contact Person: \_\_\_\_\_

List any special position requirements: \_\_\_\_\_

New Position or  Replacement for \_\_\_\_\_, who has:

Retired  Resigned  Transferred/Promoted to \_\_\_\_\_ Last day worked: \_\_\_\_\_

★ Funding Source:  General Fund  Title I  Title II  Other \_\_\_\_\_

★ Account Code: \_\_\_\_\_  
fund    function    object    locator    area    sub-area    project                      fund    function    object    locator    area    sub-area    project

## ★ POSTING AUTHORIZATION

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_ District Administrator/Human Resources \_\_\_\_\_ Date \_\_\_\_\_

★ Denotes a required data field

## TO BE COMPLETED BY HUMAN RESOURCES:

CERTIFICATE/LICENSURE:  Oregon Teaching License/Highly Qualified  Endorsement(s) \_\_\_\_\_

OTHER REQUIREMENT:  BA/BS Degree  AA/AS Degree  First Aid/CPR  Food Handler's Card  Other \_\_\_\_\_

Salary Schedule \_\_\_\_\_ From: \$ \_\_\_\_\_ to \$ \_\_\_\_\_ Position to begin: \_\_\_\_\_ Other: \_\_\_\_\_

Rec'd in Human Resources \_\_\_\_\_

Date Posted \_\_\_\_\_

Posting # \_\_\_\_\_

Position Control Code # \_\_\_\_\_

Posting Method:

EdZapp

District Office

ASD Website

Sites

Other \_\_\_\_\_