SCHOOL DISTRICT OF ESCAMBIA COUNTY

EDUCATIONAL SUPPORT PERSONNEL

REQUEST TO ADVERTISE

Please complete this form to request advertisement for vacant Educational Support Personnel positions and submit to Human Resource Services by email to hrgeneral@escambia.k12.fl.us. It is not necessary to send original by courier.

NOTE: <u>Do not</u> use this form for Instructional, Professional, or Administrative positions.

NAME OF SCHOOL/DEPARTMENT:					
JOB TITLE:					
NUMBER OF MONTHS P	HOURS PER DAY:				
FUNDING SOURCE:	Basic/Local	Title I	ESE/Local	ESE/Grant	
	SAI	Pre-K	Other:		
NAME OF EMPLOYEE BEING REPLACED:					
VACANCY CAUSED BY:	Resignation	Retirement	Transfer	Promotion	
	New Position	Other:			
IF TRANSFER, TO WHAT SCHOOL/DEPARTMENT:					
PLEASE CHECK ONE:	Advertise within District for permanent hire. Is this a re-advertisement request:YesNo				
Advertise within District for temporary promotion.					
Advertise with CareerSource Escarosa for permanent hire. (Per Master Contract, positions must first be advertised within the District before posting with CareerSource Escarosa.)					
Advertise with CareerSource Escarosa for temporary hire.					
If there are any specific needs, requirements, etc. needed for this position that you would like specified on the vacancy notice, please list here or attach details:					
PRINCIPAL/DEPARTMENT HEAD SIGNATURE DATE					
TO BE COMPLETED BY ESP DEPARTMENT:		Approved To Advertise:YesNo			
Date Posted:		-	Processed By:(HR Initial)		
Comments:					

Revised 11/13/2017