SCHOOL SPRING
REQUEST FOR JOB POSTING

DATE:_____ REQUEST SUBMITTED BY:_____

JOB TITLE: _____

LOCATION: _____

JOB TYPE: _____FULL TIME (HRS/DAY) _____PART TIME (HRS/DAY)

_____SUMMER _____AFTER SCHOOL/EVENING

JOB DESCRIPTION: PLEASE DESCRIBE THIS POSITION IN AS MUCH DETAIL AS NECESSARY

DEGREE LEVEL PREFERRED: _____
EXPERIENCE LEVEL PREFERRED: _____

ADDITIONAL REQUIREMENTS: (IF APPLICABLE)

APPLICATION DEADLINE: _____ START DATE: _____

SCHOOL YEAR: _____

PLEASE PROVIDE THE APPLICANT WITH TWO (2) OPEN ENDED QUESTIONS FOR THE POSITION TO HELP STREAMLINE THE SELECTION PROCESS:

QUESTION #1:

QUESTION #2: