

COVENTRY PUBLIC SCHOOLS

REQUEST FOR POSTING

Vacancy Announcement Number: _____

Instructions: Please complete this form for each position desired. Please note: position cannot be posted without an account number. Incomplete request forms will be returned for completion. Submit completed form to Human Resources Office.

Request Submitted By	Phone/Extension	Date Prepared:
Position Title (Be Specific)	Shift (Classified only) <input type="checkbox"/> First <input type="checkbox"/> Second	Anticipated Start date:
School/Location	Position Source <input type="checkbox"/> NEW <input type="checkbox"/> Exact Replacement <input type="checkbox"/> Replacement with changes to position duties, qualifications, hours or any other change especially changes that are cost impacting. Explain changes in space below or attach. Person Replaced:	
Position Type <input type="checkbox"/> Regular <input type="checkbox"/> Temporary or 1 year only* <input type="checkbox"/> Detail** <input type="checkbox"/> Additional Duties	Account Number (If unsure contact Business Office)	
Work Schedule (Check one and enter schedule times) <input type="checkbox"/> Circle Days Worked M T W TH F <input type="checkbox"/> Alternative Days <input type="checkbox"/> N/A, e.g. Supplemental duties roles Start Time: _____ End Time: _____ If Split: Start Time: _____ End Time: _____	Budget <input type="checkbox"/> Budgeted <input type="checkbox"/> Not Budgeted	
HOURS PER DAY <input type="checkbox"/> 8 <input type="checkbox"/> 7 <input type="checkbox"/> 7.5 <input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3	FTE <input type="checkbox"/> 0.5 <input type="checkbox"/> 0.6 <input type="checkbox"/> 0.8 <input type="checkbox"/> 1.0	
Special comments or instructions regarding position, special qualification requirements, etc. It is not necessary to provide posting information if the posting is to be the same as the position description on file in the Human Resources Department.		

- *Temporary or 1 Year Only. The employee selected will not have rights to any former position.
- **Detail. The employee's former position is held or filled on a temporary basis and the employee retains rights to position.

 Administrator Signature

 Date

 Business Office Signature

 Date

 Superintendent Signature (If NEW Position or Changed Position Only)

 Date

For Office Use Only

Advertising/Other Notes:

If not approved for posting, reason why: