



WEST BONNER COUNTY SCHOOL DISTRICT #83

NEW EMPLOYMENT POSITION REQUISITION

Use this form to request a posting for a Notice of Vacancy for a budgeted position or to request a new position. The Superintendent and Director of Finance must approve the request before the position will be posted and/or advertised. Please attach a current and accurate job description for this new position. **IMPORTANT:** If there is a change pertaining to Hour/FTE, days or salary this position must be pre-approved.

THIS SECTION TO BE COMPLETED BY STAFF ADMINISTRATOR / SUPERVISOR

Job Title: _____ Location: _____

Replacement Of: _____

Budgeted Account: _____

IF CLASSIFIED

Hours Per Day: _____

Work Calendar: _____

IF CERTIFIED

FTE: _____

Days Per Year: _____

POSTING

☐ In District Only (3-5)

☐ In and Out of District (5-10)

Principal / Supervisor Signature _____

Date _____

HUMAN RESOURCES DIRECTOR – OFFICE USE ONLY

Business Manager Signature

Date

Available Funding: Y ☐ | N ☐

Superintendent Signature

Date

Approved: Y ☐ | N ☐

Application Dates: _____ to _____

Date Posted: _____ Posted By: _____

Check All That Apply:

☐ On District Website

☐ On Other Websites

☐ Advertised in Paper