SAN BENITO SCHOOLS

HUMAN RESOURCES

ANNOUNCEMENT OF VACANCY

TO: Executive Director of Administrative Services

FROM: _____

CAMPUS/DEPT. _____

DATE: _____

This is to formally request that the following position be posted as an Announcement of Vacancy through the Human Resources Department.

Existing Position: _____

Additional New Position: _____

Person being Replaced: _____

Position Title: _____

Pay Grade: _____

Duty Days: _____

Account Number: _____

Thank you for your prompt attention to this matter.

Campus/Dept. Administrator Signature: _____

Date: _____

If Applicable

Funding Administrator: _____ Date: _____

Superintendent Signature: _____ Date: _____

Executive Director of Admin Services Signature: _____ Date: _____

Chief Academic Officer Signature: _____ Date: _____

For Department Use Only

Processed by HR Staff (Signature and Date)	**Announcement Posed:**