

**WEST BONNER COUNTY SCHOOL DISTRICT #83
NEW EMPLOYEE / POSITION REQUISITION**

This Form is to be used to post and/or advertise a Notice of Vacancy for a budgeted position or to request a new position. The Superintendent and Business Manager must approve the request before the position can be posted and/or advertised. If this is a new position, please attach a current and accurate job description for this new position.

Job Title: _____	Location: _____
Replacement of: _____	
Account Number for Funding: _____	
Post Position: <input type="checkbox"/> In-District Only (5 days) <input type="checkbox"/> In and Out of District (10 days)	
<input type="checkbox"/> Certified: _____ FTE <input type="checkbox"/> Classified: _____ Hours/Day _____ Months/Year	
Classified Only: Work schedule of this position: _____	
Anticipated Position Start Date: _____	
Principal/Supervisor Signature _____	Date _____

_____ Business Manager Signature	Date	Available Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No
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_____ Superintendent Signature	Date	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Application Dates: _____ **to** _____

Date Posted: _____ **Posted by:** _____

Interview Date: _____ **Applications Screened:** ☐ Yes ☐ No

Screening Committee: _____

Interview Committee: _____

Check all that apply:

☐ **On District Website** ☐ **On Other Websites** ☐ **Advertised in Paper**

FORM #1