SCHOOL DISTRICT OF ESCAMBIA COUNTY

EDUCATIONAL SUPPORT PERSONNEL

REQUEST TO ADVERTISE

Please complete this form to request advertisement for vacant Educational Support Personnel positions and submit to Human Resource Services. You may fax to 430-7696. (If faxed, it is not necessary to send original in courier).

NOTE: Do not use this form for Instructional, Professional, or Administrative positions.

NAME OF SCHOOL/DEPARTMENT: _____________________________________________

JOB TITLE: _________________________________________________________________

NUMBER OF MONTHS PER YEAR: _____________  HOURS PER DAY: ______________

FUNDING SOURCE:  __ Basic/Local   __ Title I   __ ESE/Local   __ ESE/Grant

   __ SAI    __ Pre-K    __ Other: __________________________

NAME OF EMPLOYEE BEING REPLACED: _______________________________________

VACANCY CAUSED BY:  __ Resignation  __ Retirement  __ Transfer  __ Promotion

   __ New Position  __ Other: ____________________________________________

IF TRANSFER, TO WHAT SCHOOL/DEPARTMENT: ________________________________

PLEASE CHECK ONE:  
   __ Advertise within District for permanent hire.
   __ Advertise within District for temporary promotion.

   __ Advertise with CareerSource Escarosa for permanent hire.  
   (Per Master Contract, positions must first be advertised within the District before posting with CareerSource Escarosa.)

   __ Advertise with CareerSource Escarosa for temporary hire.

If there are any specific needs, requirements, etc. needed for this position that you would like specified on the vacancy notice, please list here or attach details:

__________________________________________________________________________

__________________________________________________________________________

PRINCIPAL/DEPARTMENT HEAD SIGNATURE  DATE

TO BE COMPLETED BY ESP DEPARTMENT:  Approved To Advertise:  __ Yes  __ No

Date Posted: __________________________  Processed By: ________________

Comments: ____________________________  ____________________________

(Revised 06/16/14)