

REQUEST TO POST POSITION

DIVISION _____ **PROGRAM** _____ **DATE** _____

POSITION INFORMATION

Position Title: _____

Grade or Level: Grade: _____ **or** Level: _____

Job Status: Full-Time Part-Time Substitute Temporary Per Diem

Classification: Hourly Salaried Contract

Other Required Information:

Replacement Position - formerly held by: _____

New Position - (was Position Approval form received in HR? Yes No)

Work Site Location: _____ Supervisor's Name: _____

Applications should be directed to: _____ (Name and Title)

Weekly Schedule

TIME IN/OUT	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
IN							
OUT							
SUBTRACT FOR EACH SHIFT THAT HAS AN UNPAID BREAK	-.5	-.5	-.5	-.5	-.5	-.5	-.5
TOTAL DAILY HOURS							
Total hours per week: _____ Total Weeks per year: _____							

Advertising Instructions

Note: Please secure all necessary approvals for advertising prior to submission of form

Advertise this position in the following publications:

Circle One

Valley News
 Palladium Times
 CNY Employment Guide
 Syracuse News (Line Ad or Display)

All Weeklies (or specific areas)
 Oswego
 Central Square
 Pulaski
 Phoenix
 Mexico

Other – Please List:

Show Pay Rate in ad? Yes _____ No _____

• **SPECIAL NOTES/CONDITIONS:**

HR OFFICE USE ONLY:

Job Posting/Web Post Date _____ **Date Ad(s) sent to papers** _____ **Campaign Num.** _____
 H/Human Resources/Forms/Request to Post and H/Training and Staff Development/Request to Post