

CHIMACUM SCHOOL DISTRICT

Employment Opening

Position Title:	Budget Code(s) / Percentage:	Date Opened:
		Date Closed:
		Advertised: <input type="checkbox"/> Yes / <input type="checkbox"/> No
Position Type (please check one)		Reason for Vacancy
<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Leave Replacement (School Year) <input type="checkbox"/> Other: _____ _____		<input type="checkbox"/> New Position
		<input type="checkbox"/> Replacement for: <input type="checkbox"/> Reason for Replacement: Retire / Resignation / Other <input type="checkbox"/> Date Employee Vacated:
		<input type="checkbox"/> Work Location or Route Info:
Bargaining Unit		Transportation Department Only - Position filled from:
<input type="checkbox"/> CEA <input type="checkbox"/> Maintenance/Custodial <input type="checkbox"/> CIA <input type="checkbox"/> Exempt <input type="checkbox"/> Teamsters <input type="checkbox"/> CPA		<input type="checkbox"/> Chimacum / Port Townsend Coop Permanent Driver <input type="checkbox"/> Regular Substitute Driver (seniority) <input type="checkbox"/> Other:
<input type="checkbox"/> Classified Position		<input type="checkbox"/> Certified Position
Hours Per Day: _____ Days per Year: _____ Work Hours: _____ Special Calendar/Work Schedule: <input type="checkbox"/> Yes / <input type="checkbox"/> No *If Yes – please attach work calendar/schedule		FTE: _____ Days per year: _____ Certificate Required: <input type="checkbox"/> Yes / <input type="checkbox"/> No Special Calendar/Work Schedule: <input type="checkbox"/> Yes / <input type="checkbox"/> No *If Yes – please attach work calendar/schedule
List any special duties or qualifications that you require or prefer: (outside of the regular job description)		
Posting Authorization		
Supervisor:		Date:
HR Director:		Date:
Assistant Superintendent:		Date:
Superintendent:		Date:
Complete and Sign Following Interviews		
Recommendation for Hire:		Start Date: Board Hire Date:
Supervisor:		Date:
Superintendent:		Date: