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 by email to hrgeneral@escambia.k12.fl.us. It is not necessary to send original by 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.
Is this a re-advertisement request: ◯ Yes ◯ No

◯ 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: _____
(HR Initial)

Comments: _____

Revised 11/13/2017