

**UINTAH SCHOOL DISTRICT
APPROVAL FOR ADVERTISEMENT FORM**

(Revised 07/27/09)

POSITION TITLE: _____ DATE: _____

All of the following information must be completed in order for advertisement to take place.

Is this position a replacement or a new position? If replacement, who are they replacing? _____

If new position, **what program will be providing the funding** (i.e. Trustlands, K-3 Initiative)? _____

_____ letter of resignation from resigning employee

_____ salary schedule lane

_____ voucher or contract employee

Day _____ Week _____ number of hours

_____ total number of days expected to work

_____ estimated gross salary for school/fiscal year

_____ building access authorization

- ID Only
- 24 hours per day – seven days per week (recommended only for principals, directors, custodians, and school secretaries)
- 6 – 10 seven days per week
- 6 – 10 five days per week
- 8 – 5 five days per week
- Other, please specify _____

_____ job description must include the following:
Minimum educational experience and training requirements
Specific responsibilities of the job
Additional qualifications which are preferred
Whether this is a voucher or contract position

_____ dates of advertisement (for newspapers)

_____ method of advertisement: internal, external, or both

_____ date of first review of applications

_____ date of closure of position

After you have completed ALL of the above, submit this form to Cathy Bilbey in the Business Office. This form will then be forwarded to the appropriate program accountant for a signature of approval indicating that adequate funding is available. The program accountant will assign the appropriate budget number at this time and forward to Human Resources for advertisement.

Principal / Supervisor Signature _____

Business Office Signature _____ Date _____ Budget Number _____