

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT  
REQUEST FOR VACANCY ANNOUNCEMENT**

Date: \_\_\_\_\_ Initiating Administrator/Manager \_\_\_\_\_

***PLEASE COMPLETE THE APPROPRIATE SECTION***

<b>CERTIFICATED</b>
<b>Position:</b> _____
<b>Site:</b> _____
<b>Start Date:</b> _____
<b>FTE: (check one)</b> ___ 20% ___ 40% ___ 60% ___ 80% ___ 100%
<b>ADVERTISE:</b>
___ <b>Inside</b> Dates: from _____ to _____
___ <b>Outside</b> Dates: from _____ to _____
<b>Computer Literacy</b> ___ Yes ___ No
<b>POSITION IS:</b>
New ___/Replaces _____
<b>REQUIREMENTS:</b>
_____
_____
<b>DESIRABLE QUALIFICATIONS:</b>
_____
_____
_____
<i>For Office Use Only</i>
<b>Salary:</b> _____ <b>HR Approval:</b> _____
<b>Budget Code:</b> _____
<b>Business Manager Approval:</b> _____

<b>CLASSIFIED</b>
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<b>Business Manager</b>

***SUBMIT TO HUMAN RESOURCES OFFICE***