



JOB POSTING REQUEST FORM

DETAILS

Job Title: _____

Location (Parish/School): _____

Full-Time or Part-Time Position: _____

Range of Pay: _____ Deadline for Application: _____

Contact Person: _____

Phone: _____ Email: _____

SEND TO HUMAN RESOURCES:

- ☐ Job Announcement/Posting for advertisement
- ☐ Job Description (templates available on the HR Toolkit)

Send to Diana Aparicio
Diana.aparicio@yakimadiocese.net
(509) 965-7117

ADVERTISEMENT (select advertisement options):

****Payment will be processed and the Diocesan Finance Department will then bill the parish or school location.**

- | | |
|---|--|
| ☐ Catholicjobs.com | Cost: \$ _____ |
| ☐ Local Paper | Cost: Varies Proposed quote will be sent to you for approval. |
| ☐ WorkSource | Cost: \$0 |
| ☐ Diocesan Website | Cost: 0 |
| ☐ Applitrack (online application tool) | Cost: \$0 |

Additional Requests:
