

WETHERSFIELD BOARD OF EDUCATION

JOB POSTING REQUEST

Position: _____

Location: _____

Approx. Date of Employment: _____

Total Hours/Week: _____

Scheduled Hours Each Day: _____

New Position: YES ☐ NO ☐

Replacing Employee: YES ☐ NO ☐ Name: _____

Reason for request: _____

Signature of Requestor

Date

Section to be completed by Supervisor

The above request for staff is: ☐ APPROVED ☐ DENIED

Signature of Supervisor

Date

Section to be completed by Human Resources

Request for Posting: ☐ APPROVED ☐ DENIED

Human Resources Department

Date