

Wayne Township Public Schools

Job Advertising and/or Posting Form

Once completed, send form to HR or fax it to us at 973-628-8058

School		Date of Request:
Check one for Online Posting	Internal Only Posting	External & Internal Posting

- **NOTE:** All buildings do post job advertisements as per contracts

Position Title:

Check one: *New* *Anticipated* *L/T Replace* *Replace* *Retire / Resign*

Replacing for (Name):

Start Date:

**Other experience/Skills (please note 'required or preferred')/
Qualifications/Certifications required/Description/Job Summary
Details:**

Most positions will have a job description – It is helpful to list any specific qualifications, experience, etc. that you are looking for.

Are there any specific question or questions that you would like to ask on the application (please state)?

Add'l Resume viewing permissions granted to: _____

Request Submitted by: _____

Directors / Administrative Signature: _____

Approved **NOT Approved**

For new position attach requisition for HR

HR Only

Date/Rec'd	Date	Job ID #
Initials:	Posted:	