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: ☐	Internal & External Posting: ☐

NOTE: All buildings do post job advertisements as per contracts

Position Title:

Check One: ☐ New ☐ Anticipated ☐ LT Replacement ☐ Replacement ☐ Retire/Resign

Replacement For:	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:

Director's / Administrator's Signature:

☐ Approved ☐ NOT Approved **For New Position Attach Completed Requisition For HR** ☐

For HR USE ONLY:

PC #: _____ **Date Rec'd/Initials** _____

Job ID #: _____ **Date Posted** _____