

**JOB VACANCY ANNOUNCEMENT
CLASSIFIED AD REQUEST FORM**

TO: Personnel/Payroll Office

FROM: _____

DATE: _____

Department: _____ Phone #: _____

Position Title: _____

- Full Time Permanent
- Part Time Temporary
- Part Time Permanent

Salary: _____

Wages: _____

Opening Date: _____ Closing Date: _____

Brief description of duties and responsibilities (2 lines or less):

Qualifications: _____

Working Hours: _____

Please publish my ad in the following

- Daily Advance
- County Website
- County Line
- Other (please specify) _____

Authorized by: _____ **Date:** _____

Approved by: _____ **Date:** _____