

## Notification of Vacant Position

Position Title: \_\_\_\_\_

Base Office Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Service Region: \_\_\_\_\_

Contract/Work Days (FTE): \_\_\_\_\_ Position Begins: \_\_\_\_\_

Recommendation on how the position should be advertised: (Please check all that apply.)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Locally    | <input type="checkbox"/> Nationally   |
| <input type="checkbox"/> Regionally | <input type="checkbox"/> GPAEA/Teach Iowa (required if not filled in-house) |

Please indicate one of the following if the position is to be advertised externally:

- Request Human Resources place a typical ad based on position requirements.
- An ad is attached for use in advertising the position.
- Request Human Resources pull a sample advertisement for this position and forward it. An ad will then be written and submitted for HR use.

This vacancy is being posted for the following reason:

- To replace employee who is retiring, resigning or on leave.  
(Name: \_\_\_\_\_)
- Anticipated opening for staff member who has not yet submitted an official resignation.
- New position created.

Any special considerations that should be noted relative to the position.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Director/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Administrator

\_\_\_\_\_  
Date

**Submit completed form to  
Julia Klyn, Human Resources, Ottumwa Office**

