

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
DIVISION OF HUMAN RESOURCES**

REQUISITION FOR ADVERTISING

EMPLOYEE CLASSIFICATION: Non-Instructional School-Based Admin ESMAB BTU/TSP

Date of Requisition: _____

Title of Position: _____ Vacancy
Effective Date: _____

Work Location: _____ Location # _____

Supervisor of Position: _____
(Name & Signature)

Cost Center # _____ Functional Area _____

Fund Center _____ Position # _____

Is this position Grant Funded 100%? Yes No Specify Grant _____ Grant End Date: _____
If not funded 100% from the grant, specify the percent funded from the grant _____, percent funded from general fund _____, and/or percent funded from capital budget _____. Secure the appropriate signatures from the departments below.

Accounting & Financial Reporting Approval (Required for Grant Funded Positions):

(Name & Signature) (Date)

Budget Office Approval (Required for General Funded Positions):

(Name & Signature) (Date)

Capital Budget Office Approval (Required for Capital Funded Positions):

(Name & Signature) (Date)

Check One

New Position

Replacement

Name of Employee Replaced

Last Duty

Date: _____

Specific #. of hours and/or % Per Day if Less Than Full-Time: _____

Work Calendar: _____ Pay Grade: _____ Minimum: _____ Maximum: _____

This position requires an 8 hour work day.

Qualifications: (Will be established based on the job description.)

*Please review the job description for relevancy and accuracy prior to submitting this declaration of vacancy. Job descriptions are posted on the website: www.browardschools.com/departments - select Compensation and search the job description database online. Questions related to job descriptions should be directed to the Compensation Department @ 754- 321-2443.

Does this position require a Class "A", "B" or "C" Commercial Driver's License (CDL)?

Yes

No

If you have indicated "Yes", this position will include pre-employment drug and alcohol testing.

RESUME SCREENING

(DISTRICT POSITIONS) :

PROPOSED SCREENERs MUST REFLECT THE DIVERSITY OF THE DISTRICT.

(List 2 screeners from your Division/Department)

INTERVIEW PROCESS (CHECK ONE):

PROPOSED INTERVIEW TEAM MUST REFLECT THE DIVERSITY OF THE DISTRICT.

_____ Supervisor to interview applicants.

_____ Panel to interview applicants.

Please indicate where resumes are to be mailed.

(Non-Instructional Vacancies Only)

Name: _____

Address: _____

Telephone No. _____

APPROVED:

SLT Member

Date

Chief Human Resources Officer

Date

Superintendent of Schools

Date

**FAX COMPLETED FORM WITH REQUIRED SIGNATURES TO
NON-INSTRUCTIONAL STAFFING DEPARTMENT AT 754-321-1826.**