NOTIFICATION OF JOB VACANCY

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

Position Status: Full-Time \_\_\_\_ Part-Time \_\_\_\_ Casual \_\_\_\_ Temp \_\_\_\_ Mat Leave \_\_\_\_

Number of Hours per Pay Period: \_\_\_\_\_\_\_\_\_

Shift Specifications: Day \_\_\_\_\_\_\_\_ Evenings \_\_\_\_\_\_\_\_\_ Nights \_\_\_\_\_\_\_\_\_\_

Hourly Wage: $ \_\_\_\_\_\_\_\_\_ Preferred State Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requested Advertisement: Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_

Advertisement Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_