

Request for Posting

Revised 09/16

North Slope Borough School District Classified Position

Please post the following position: _____
(Example: Maintenance Worker I)

located at the following site: _____
(Example: Hopson Middle School)

This position is: _____ Year Round
_____ School Term
_____ Months
_____ Days

The position will be filled by: _____ Internal Posting (five days)
_____ Standard Posting (ten days)
_____ Until Filled

The position was vacated by: _____ Voluntary Resignation
_____ Abandonment
_____ Termination
_____ This is a new position
_____ Other _____

This position was previously held by: _____
(Previous employee if applicable)

Hiring Manager's Signature

Date

Principal, Director, or Coordinator Signature (Director must sign for M&O positions)

Date

Please attach copies of all applicable documents, such as letters of resignation, abandonment documentation, anecdotal records, etc.