QUILCENE SCHOOL DISTRICT

Staff Requisition Form (Appendix A) **Department:** Job Title: **Required Job is**: (check all that apply) **Details:** Certificated Classified Hours per day: _____ Part Time Full Time (260 days x 8 hrs. day) **Temporary** New Position _____ Days Per Year: _____ Replacement for: FTE: ____ Board Approval Date:_____ **Suggested Required Qualifications: Suggested Minimum Qualifications: Requested Start Date:** Through (if temporary): Job Description Needed* Use current job description (As Is) Use current job description w/updates (Attached) *Contact HR to assist in creating a new description, if needed. Methods of Recruiting: (check all that apply) Help Wanted Ads: PT Leader_____ Peninsula Daily News_____ **Internal Posting Only** WA Work Source Other: _____ Association Websites: (Describe below) Universities: (Describe below) **Budget Code:** Hrs. by Code Principal/Supervisor: Date: Business Manager: Date: Superintendent: Date: