

Instructions: Submit completed Hiring Request form to Human Resources.
Contact HR with any questions or concerns.

Position Title: _____ Position Type: 10 month <input type="checkbox"/> 12 month <input type="checkbox"/> School/Work location: _____ GL Code: _____ ATA <input type="checkbox"/> CUPE <input type="checkbox"/> OSS <input type="checkbox"/>	Recommended Start Date: _____ New <input type="checkbox"/> Replacement <input type="checkbox"/> FTE _____ Full Time: <input type="checkbox"/> Part Time: <input type="checkbox"/> Days/Hours of Work Per Week: _____ Contract type _____
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Additional comments:	Submitted by: _____ Title: _____ Telephone: _____ Email: _____
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Supporting Documents
 Resume Cover Letter

Signature: _____ Date: _____	<p style="text-align: center;">APPROVED BY</p> <input type="checkbox"/> Deputy Superintendent <input type="checkbox"/> Secretary Treasurer <input type="checkbox"/> Acting Assistant Superintendent Signature: _____ Date: _____
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REVIEWED BY HUMAN RESOURCES

Signature: _____ Date: _____

Hiring Request Process

Upon having made the decision to fill a position or create a new position the following process must be completed prior to Human Resources posting the opening.

1. Hiring request form completed
2. Request form submitted to Secretary Treasurer for approval CC Deputy Superintendent
3. Once approved by the Secretary Treasurer forward to HR (Ronnie Bryant Cc HR support)
4. Email with subject line Hiring Request (Do Not send in email chain)
5. Posting will not be made unless approved by Secretary Treasurer
6. No other forms will be accepted.

Please list any other comments in email body such as placement of ads.

Depending on position, ads are placed on Indeed, local Government job boards, local papers, and university and college job boards, professional job boards.