

THE SCHOOL DISTRICT OF ESCAMBIA COUNTY

REQUEST TO ADVERTISE

Please complete this form to request advertisement for vacant Administrative, Professional and Instructional positions and submit by email to HRGENERAL@ECSDFL.US.

SCHOOL/DEPARTMENT: _____ School Year _____				
POSITION TYPE:	Administrative	Professional	Instructional	
STAFFING LINE NUMBER: _____				
JOB TITLE: _____				
GRADE/SUBJECT: _____				
FUNDING SOURCE:	Basic P/G-SAI	Vocational P/G-Title I	ESE P/G-Pre-K	P/G-IDEA Other _____
MONTHS:	One Semester	10-months	11-months	12-months
	FULL-TIME	PART-TIME: _____ Number of Hours		
NAME OF EMPLOYEE BEING REPLACED: _____				
VACANCY CAUSED BY:	Resignation	Retirement	Transfer	LOA
	New Position	Non-renewal	Other-please explain	
REASON: _____				
IF TRANSFER, STATE SCHOOL PERSON TRANSFERRED TO: _____				
REQUESTED ADVERTISING DATE: _____				
READVERTISEMENT:	YES	NO		
_____ PRINCIPAL / DEPARTMENT HEAD SIGNATURE			_____ DATE	