



Wild Rose Public Schools

Certificated Teaching Staff Advertising Request

School: _____

Competition Number:
(assigned by Division Office)

Reason position is available: (i.e. resignation, sick leave, new position, etc.)

Name of Teacher to be replaced: (if applicable) _____

Details of job: (FTE, grade level, subjects, specific days, etc.)

FTE _____

Grade/Subjects _____

Other details _____

Requirements: (special training and/or experience)

Start Date: _____ **End Date:** (if applicable) _____

Closing Date: 4:00 pm *(Teacher postings must run for a minimum of three teaching days)*
Closing date may be revised by HR Department depending on paper deadlines, etc.

Please run this ad in the following locations and dates:

✓	Newspapers/Locations	Number of times	Dates (DO Use Only)
	Checked items are automatic – all postings are faxed to all schools and are posted on our website until the closing date		
	INTERNAL POSTING – will be faxed to all schools and appear on our website and will state: INTERNAL POSTING – OPEN TO CURRENT EMPLOYEES ONLY, INCLUDING SUBSTITUTE TEACHERS		
	Mountaineer (runs Tuesday, Monday am deadline)		
	Western Review (runs Tuesday, Wed pm deadline)		
	Red Deer Advocate (run on Sat, Friday deadline)		
	Calgary Herald (run on Sat, Thurs noon deadline)		
	Edmonton Journal (run on Sat, Thurs noon deadline)		
✓	Apply to Education - WRSD website	will be posted until closing date	
✓	All Schools – minimum of three teaching days	will be posted until closing date	
	Other		

Fax, email, or deliver this form to Human Resources Supervisor (original signed form should follow). All advertising costs are covered by division office, however, for advertising in city papers and other locations, prior approval from division office is required.

Principal signature

Date

Division Office approval

Date