



**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:**

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

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