



Wild Rose Public Schools

Support Staff - Posting Request

(CAAMSE / IUOE / Bus Driver / Exempt Positions)

CAAMSE IUOE Bus Driver Exempt

Submit completed form to the Human Resources Supervisor.

Please note – jobs must be filled within two weeks of the closing date or the posting will be cancelled. If insufficient applications have been received please request an extension of the closing date.

Position: _____

Location: _____

Reason for posting: _____
(new position, resignation, replacement, etc.)

Type of Position: Regular or Temporary

Full Time or Part Time

Hours per year: _____

Start date of position: _____ End date: _____
(for Temporary & PUF TA positions, include PUF Calendar if applicable)

Details/Requirements of position: *(Please provide a **brief** description with specific details of the position; i.e. days/hours of work, etc. Please note: requirements in postings will reflect the Classification Manual and will be as generic as possible.)*

Internal Advertising: *Posting will be faxed to all schools and posted on website; this is the minimum for all postings*

External Advertising: Mountaineer Western Review
Weekly Employment Opportunities Insert – deadline is Wednesday noon for following Tuesday

Other publications (please specify/)

i.e. Edmonton/Calgary papers – Thursday noon deadline for Saturday insert and will require prior approval from HR Supervisor

***Closing date of posting will be determined based on date the request is received, the requirements of the job group, and newspaper deadlines.**

CAAMSE GL Coding	ECS	General	Admin	PUF	Total Hours
	200	300	310	210	
Number of Hours					

Signature of Location Manager

Date

For DO Use Only:		
Competition # _____	HR Approval _____	Posting Closing Date: _____