

**BONSALL UNIFIED SCHOOL DISTRICT
VACANCY REQUEST**

<u>POSITION CONTROL</u> # _____

DIRECTIONS:

1. Complete Section A only.
 2. Submit a separate Vacancy Request Form for each job vacancy.
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SECTION A.

Title of Position: _____ Site: _____
Ed Join Start Date _____ End Date _____ Hours Per Day _____ Hours Per Week _____
Start and End Times _____

- New Position # of Positions: _____
 Replacement (for whom: _____) FTE: _____ Date of Resignation/Term: _____
 Substitute Pool

FUNDING SOURCE – If the position is funded by more than one funding source, indicate the percent (%) of time to be charged to each resource (program)

Resource	% of Time
_____	_____
_____	_____
_____	_____

For categorical requests please indicate SPSA page # _____ **

Possible Interview Dates: _____
Classified/Certificated Rep Attending Interviews: _____
Principal/Director Signature: _____

SECTION B.

Funds verified by Assistant Superintendent of Business Services:

_____ Date: _____

SECTION C.

HUMAN RESOURCES

Date Received: _____

Information Verified by HR Director: _____ Date: _____

Date Edjoin Posting Completed _____