

Sausalito Marin City School District

EMPLOYMENT REQUISITION

Please select from the drop down menus, **or** type an answer.

Requesting Administrator: _____ Initials: _____ Date/Time: _____

Position: _____

Hours: _____ FTE: _____ Benefits: _____

Category: _____ Status: _____ Location: _____

New Position Employee on leave Replacement Reinstatement

Name of employee on leave or previous employee, if applicable: _____

Required qualifications: _____

Desired qualifications: _____

Notes for job posting: _____

Requisition prepared by: _____ Phone ext: _____

Advertise: Internal Only Edjoin Other, specify _____
 SMCS D Website MCOE Website
 Craigslist (\$75) EdCal 5"x4" (\$260-\$300)

Post Date: _____ ASAP Application Deadline: _____

Screening Committee _____ Date/Time: _____

Interview Committee _____ Date/Time: _____

Interview Location and Special Instructions: _____

Employee start date: _____ Start time: _____

District office use only below:

Budget Code: _____

Budget Code: _____

Budget Code: _____

Superintendent or DBO authorization: Approved Hold/Pending Denied

Notes: _____