|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |   | **Requested by:** |   |
| **Position Being Filled:** |   |
| **Site:** |   |
| **Employment Status:** | [ ]  Full Time [ ]  Part Time |
| **Rate of Pay: (enter dollar amount)** | $  |
| **# of Weeks Per Year:** |   |
| **# of Hours Per Week:** |   |
| **Hiring Manager 1:** |   |
| **Hiring Manager 2:** |   |
| **Please attach appropriate job description from P:\Agency\Human Resources\Job Descriptions** |
| **ADD TO HEAD START POSTINGS:** |  |
| * Proof of COVID vaccination required unless approved for a medical or religious exemption.
* Masks are required for all individuals over the age of 2 unless medically unable.
 |
| **Please indicate all locations for job posting to appear:** |
|[x]  **NMCAA WEBSITE** |[x]  **UKG** |
|[ ]  **EMAILED INTERNALLY TO ALL STAFF** |[ ]  **INDEED** |
|[ ]  **MICHIGAN TALENT BANK** |[ ]  <https://www.kirtland.edu/submit-your-job-posting/> for Program Support |
|[ ]  **NEWSPAPER (indicate names below)** |  |
| Newspaper(s) to post ad:  |   |
| Publish Date(s):  |   | [ ]  Open Posting **or**  [ ]  Respond By:  |   |
| Resumes sent to (in addition to UKG): |   | [ ]  N/A |
| ***\*\*\* Program Support will CC you when ads are sent to the newspaper. Please review carefully.*** |
| Additional Notes: Please share as much information as possible.  |

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| **Please send completed forms to the following:**Sandy VanOchtenEmail: svanochten@nmcaa.netFax: 231.922.0595PH: 231.346.2135 |