|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | | | | | | | | | | |
|  | **NMCAA WEBSITE** | | | | |  | | **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 VanOchten  Email: [svanochten@nmcaa.net](mailto:svanochten@nmcaa.net)  Fax: 231.922.0595  PH: 231.346.2135 |