



**ALBERTVILLE CITY SCHOOLS
HUMAN RESOURCES DEPARTMENT
VACANCY FORM**

SCHOOL NAME: _____ DATE: _____

REQUESTING PRINCIPAL/DIRECTOR: _____

POSITION REQUESTING: _____ JOB DESCRIPTION # _____

ONLINE POSTING DESCRIPTION (if different from above) _____

CLASSIFICATION OF POSITION:

- Classified: Specify then choose month below; Hours per day _____
- Certified: Specify then choose month below
 - 9 Month(187 Days)
 - 10 Month (202 Days)
 - 12 Month (240 Days)
 - Other Specify _____

Position is a:

- NEW POSITION (never filled by another employee)
- REPLACEMENT for former employee
 - Former Employee's Full Name: _____
 - Former Employee:
 - Resigned/Retired (has Personnel action been completed)
 - Non-Renewed
 - Transferred or Reassigned
 - Leave of Absence

Requesting Principal/Requesting Director

Federal Programs Director or CTE Director

Human Resources Director

FAX: (256) 891-6322 or EMAIL: cjefferson@albertk12.org

HUMAN RESOURCES DEPARTMENT USE ONLY

Current PC# _____

Posting Date: _____