

VANCE COUNTY SCHOOLS  
INITIAL PERSONNEL REQUEST  
(Vacancy Announcement or Request for New Position)

**\*Vacant Position Announcement Request\***

(Complete this section to fill the vacancy of an existing position)

Position to be filled \_\_\_\_\_ Position # \_\_\_\_\_

Employee vacating position \_\_\_\_\_

Reason vacating position (check one): \_\_\_ Resignation/Retirement \_\_\_ Transfer

Date of resignation/retirement/termination \_\_\_\_\_

**\* New Position Request\***

(Complete this section to fill vacancy for a "new" position)

Location \_\_\_\_\_ Position \_\_\_\_\_ Date Available \_\_\_\_\_

Check all that apply: \_\_\_ 10 months \_\_\_ Full-Time \_\_\_ Permanent  
\_\_\_ 11 months \_\_\_ Part-Time \_\_\_ Temporary  
\_\_\_ 12 months \_\_\_ Interim w/benefits  
\_\_\_ w/o benefits

Funding Source: \_\_\_\_\_

Reason for new position: \_\_\_\_\_

**\*\*Job Description must be attached\*\***

**(Finance Officer and Superintendent's signature required for all new positions)**

**AUTHORIZATION SIGNATURE(S)**

VACANCIES WILL NOT BE POSTED NOR FILLED WITHOUT APPROPRIATE SIGNATURES

\_\_\_\_\_  
Principal/Executive Director/Program Director Date

\_\_\_\_\_  
Finance Officer (required for new positions) Date

\_\_\_\_\_  
Superintendent (required for new positions) Date

Approved for posting: \_\_\_\_\_  
Chief Human Resources Officer Date

Position #: \_\_\_\_\_ (for new positions only)