

**KLAMATH FALLS CITY SCHOOLS
REQUEST TO FILL POSITION**

*POSITION TITLE: _____ Number of Positions: _____

*FTE: _____ *Hours per day: _____ *Daily Schedule: _____ *Work site: _____

*Grade Level: _____ Subject/Responsibility: _____

- | | | | |
|--------------------------|---|-----------------------|--------------------------|
| _____ Paraprofessional | _____ Custodial | _____ Secretarial | _____ Bus Driver |
| _____ Cafeteria | _____ Confidential | _____ Business Office | _____ Supervisor/Manager |
| _____ Coach | _____ Administrative Assistant | | |
| _____ Certified | _____ Nurse | _____ Administrator | |
| _____ Temporary Position | _____ Probationary (For licensed staff) | | |

Site Contact Person: _____ Supervisor: _____

List special position requirements: _____

_____ New Position _____ Replacement _____ Replacement for?

Who has: _____ (Resigned/Retired/Transferred) If transferred in-district,
to what building: _____ Last day worked: _____

*Account Number: _____
 Fund Function Object Locator Area Sub-area Project

***POSTING AUTHORIZATION**

Principal/Supervisor District Administrator/Personnel

Date Date

***DENOTES REQUIRED FIELD**

TO BE COMPLETED BY PERSONNEL: Position start date: _____

Licensed/Highly Qualified: _____ Salary Schedule: _____ Wage: _____

I-9 _____	W-4 _____	Fingerprinting: _____	Fees: _____
Health Insurance: _____	CBA: _____	Internet Use Agreement: _____	
Direct Deposit: _____	Pre-Employment: _____	IMTC: _____	
Online Safety Training: _____	Employment Badge: _____	Food Handler's Card: _____	