

# NOTICE OF VACANCY FORM

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

REQUESTING DEPARTMENT: \_\_\_\_\_

INSTRUCTIONS: Please complete this form in full and return to the Office of Human Resources

1. **Title of position to be recruited** \_\_\_\_\_  
**Has position been classified by Human Resources** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** \_\_\_\_\_  
\_\_\_\_\_ **Full-time** \_\_\_\_\_ **Part-time** \_\_\_\_\_ **New position** \_\_\_\_\_ **Old position** \_\_\_\_\_  
**Replacing** \_\_\_\_\_ **Classification** \_\_\_\_\_

2. **WAGES AND SALARY: Approved Salary Range** \_\_\_\_\_

3. **SKILL REQUIREMENTS: (CHECK SKILLS AND EQUIPMENT REQUIRED)**  
**Typing** \_\_\_\_\_; **Shorthand** \_\_\_\_\_; **Dictaphone** \_\_\_\_\_;  
**Office Machines** \_\_\_\_\_; **Laboratory Equipment** \_\_\_\_\_;  
**Calculator** \_\_\_\_\_; **Adding Machine** \_\_\_\_\_; **Other** \_\_\_\_\_;

4. **RECOMMENDED EDUCATIONAL LEVEL:**  
**High School Graduate/GED** \_\_\_\_\_; **Technical School** \_\_\_\_\_;  
**College Degree** \_\_\_\_\_; **Field** \_\_\_\_\_;  
**Other Special Training, Certification or Licenses** \_\_\_\_\_

5. **Job Summary (what will the person do)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date to be Filled** \_\_\_\_\_

6. **To Be Interviewed By** \_\_\_\_\_  
(Name) (Location) (Phone)

**Preferred Interview Date(s)** \_\_\_\_\_ **M** \_\_\_\_\_ **TU** \_\_\_\_\_ **W** \_\_\_\_\_ **TH** \_\_\_\_\_ **F**

**Signature of Requester** \_\_\_\_\_ **Date** \_\_\_\_\_

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## Approvals:

**Dept. Head:** \_\_\_\_\_ **Div. Head:** \_\_\_\_\_

**Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

MILES COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER