

# McIntosh Trail CSB Job Announcement Request Form

Position Title: \_\_\_\_\_ Position #: \_\_\_\_\_

Full-Time     Part-Time \_\_\_\_\_%    Job Code: \_\_\_\_\_

Program Name: \_\_\_\_\_

Work Site Address: \_\_\_\_\_

Position previously held by: \_\_\_\_\_

Brief description of job duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Minimum qualifications** will be described on the job announcement from the requirements set forth by the State Personnel Administration. If you have additional qualifications (i.e. must have 2 years experience with child and adolescent population in a day treatment setting), these will be listed as preferred qualifications on the job announcement.

Preferred Qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does position require computer skills?     Required     Helpful     N/A

Computer Programs:     Microsoft Word     Excel

Other: \_\_\_\_\_

Position is open to:     McIntosh Trail CSB employees only  
                                   All qualified Applicants (not on internet)  
                                   All qualified applicants (utilize internet)

Name and address of person applications are to be submitted to:

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_