COMMUNITY ACTION, INC. OF HAYS, CALDWELL AND BLANCO COUNTIES
JOB VACANCY NOTICE

This information will be used to generate Notice of Employment once an applicant is hired. Please be sure that all information supplied is accurate.

Position _____ Program _____

Location _____ Salary Range _____

Status RFT ☐ RPT ☐ TFT ☐ TPT ☐ Casual/Sub ☐

If temporary, anticipated length of assignment _____

Funding Code(s) _____ Position Code _____

FLSA Classification Exempt ☐ Non-Exempt ☐ Supervisor _____

Hours per Week _____ Days a Week _____

Hours a Day _____ From _____ To _____ Weeks a Year _____

Position will require: PC ☐ Email ☐ Long Distance Pin # ☐
(*check all that apply)* Laptop ☐ Voice Mail ☐ Cell Phone ☐ Palm Pilot ☐

The information below will be used for internal postings and external publications. Please be sure all information on job description is accurate and reflective of information listed below.

New Job (requires Ex Dir signature) ☐ Replacement ☐ Replacing Whom _____

Please allow one week for internal postings. Post Internally Only YES ☐ NO ☐

If posting externally, list publications: _____

Length of Time for Advertisement: _____ Advertise Salary: YES ☐ NO ☐

Additional Comments _____

Application Deadline: _____ Screening Committee Scheduled for: _____

Interviews Scheduled For:
(For Interview Rm Reservation) _____ Interviewers: _____

Form Completed By _____ Date _____

Team Leader's Signature _____ Date _____

Executive Director's Signature _____ Date _____

******DO NOT WRITE BELOW THIS LINE – FOR HUMAN RESOURCES USE ONLY******

Position(s) Filled By: _____

DOH/COS Eff. Date: _____ Job Vacancy Assigned to: _____

Additional Comments: _____

Sent in Work Order to Technology Dept. ☐ YES ☐ NO ☐ NA