**JOB VACANCY NOTICE**

Posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KDE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Removed: \_\_\_\_\_\_\_\_\_\_\_\_\_

NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES

5516 East Alexandria Pike, Cold Spring, KY 41076 Phone: (859) 442-8600 Fax: (859) 442-7038

03.11 AP.21



|  |  |
| --- | --- |
| FROM: | DATE: |
| JOB TITLE/POSITION: | PROGRAM: |
| RATE OF PAY: | DAYS PER YEAR: |
| STARTING DATE: | HOURS PER DAY: |
| CHECK ONE: |
| CHECK ONE: |
| IS THIS A NEW POSITION?  YES  NO |
| JOB REQUIREMENTS/DESCRIPTION: (PLEASE ATTACH JOB DESCRIPTION) |
| APPLICATION DEADLINE: |
| CONTACT INFO FOR APPLICATIONS/RESUMES: |
| ADDITIONAL INFORMATION: |

HR COORDINATOR: DATE:

EXECUTIVE DIRECTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:

UNLESS OTHERWISE NOTED, ALL CERTIFIED POSITIONS SHALL BE POSTED FOR FIFTEEN [15] CALENDAR DAYS.

THE NKCES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, RELIGION, SEX, GENETIC INFORMATION, LIMITATIONS DUE TO PREGNANCY, CHILDBIRTH OR RELATED MEDICAL CONDITIONS OR DISABILITY IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES.

For Certified Positions posted to KDE:

Number of applicants interviewed: \_\_\_\_\_\_\_ Number of second interviews: \_\_\_\_\_\_

Ethnicities of candidates interviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of candidate hired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_