

Tip: Fill in the basic details and save this document as a template. Then you need only to complete the vacancy information and send to OCS.



Vacancy Posting Form

Please complete all fields when requesting OCS post a vacancy for you.

VACANCY DETAILS:

Position Type:	<input type="checkbox"/> Teacher <input type="checkbox"/> Other: _____	Title: _____	School: _____
Active Date: _____		Close Date: <input type="checkbox"/> Until Filled or <input type="checkbox"/> Date: _____	City: _____

CONTACT INFORMATION:

Name: _____	Title: _____	Email Address: _____
Phone: _____	School Website: _____	

POSITION DETAILS:

Position Start Date: _____ (mm/dd/yyyy)	Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Summer <input type="checkbox"/> Temporary
<i>Please provide exact start date</i>	<i>WECAN allows only one checked here – either part time OR full time – not both.</i>

DESCRIPTION:

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Require applicants to be Catholic? Yes No

CANDIDATE REQUIREMENTS:

Years of Experience: _____	Degree: <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other: _____	License/s: _____
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NOTES:

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Send this form to schools@madisondiocese.org and to grace.cutler@madisondiocese.org