

STATE OF FLORIDA GUARDIAN AD LITEM OFFICE REQUEST TO FILL VACANCY

Type of Advertisement	
<input type="checkbox"/>	Open Competitive
<input type="checkbox"/>	Internal Agency
<input type="checkbox"/>	Non-Advertised

Position Information			
Position #:		Annual Salary:	
FTE:		Circuit:	
Primary City:		Position Zip Code:	
Secondary City:		Secondary Position Zip Code:	
County:		Class Title:	
Class Code:		Career Opportunities:	Please Select...

Vacancy Date:	
Is this position currently filled?	
If filled, what is the anticipated vacancy date?	
Currently Filled by/Former Incumbent Name:	

Contact Information (JAC use only. This will not be in the advertisement.)	
Name:	
Address line 1:	
Address line 2:	
City, State, Zip Code:	
Phone #:	
Email:	

Team Members (Please enter team member's names as they appear in People First)

Advertisement Information		
Proposed Advertisement Period	From:	
	To:	
Requested By:		
Phone #:		
Date Submitted:		
Justification for not advertising:		

Action	Signature	Date
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Regional Director	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Director Operations	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Budget Director	
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Human Resources	

IMPORTANT: Please submit this form and a Word Document with the advertisement language.