



# Vacancy Authorization Form

Position: \_\_\_\_\_ Job and Class Codes: \_\_\_\_\_

Salary Range: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Appointment Type: Annually appointed FT \_\_\_\_ PT \_\_\_\_ Category (I, II): \_\_\_\_\_

New: \_\_\_\_ Replacement: \_\_\_\_ No. months (9, 10, 12, etc.) \_\_\_\_\_ GL Code(s): \_\_\_\_\_

Date Position Available: \_\_\_\_\_

Last Date Applications Accepted: \_\_\_\_\_ Review of Applications begins: \_\_\_\_\_

Required: PCC Application:  Transcript(s): \_\_\_\_\_ Resume: \_\_\_\_\_ Faculty: \_\_\_\_\_ Staff, or faculty earning leave: \_\_\_\_\_

**POSITION DESCRIPTION:**

**EDUCATION REQUIREMENTS:**

**WORK EXPERIENCE:**

**SKILLS:**

**OTHER REQUIREMENTS:**

Authorized by:	Signature	Date
Supervisor	_____	_____
Business Manager	_____	_____
Vice President	_____	_____
President	_____	_____