

2500 East Shotwell Street
 Bainbridge, Georgia 39819
<http://jobs.bainbridge.edu/>

Human Resources Office
jobs@bainbridge.edu
 (229) 248-2520 (Voice)
 (229) 248-2594 (FAX)

Request to Fill Vacancy

Position _____
Department/Division _____
Close Date _____
Fill by _____

Position Requested	Yes	No	If replacement, for whom
New			
Replacement			

Attached:	Yes	No	If no, reason
Position Description			
Application Criteria			
Interview Criteria			
Interview Questions			
Position Announcement			

Recruitment	Yes	No
Internal Only		
Recruitment Plan		
Internal		
Ad in Service Area Newspapers		
College Placement Offices		
GA Dept. of Labor - Local Only		
Local Minority Contacts		
USG System		
Other Newspapers		
Specify Other		
1		
2		
3		
4		

Applicants should submit a letter addressing qualifications as related to the job description, transcripts (unofficial until offer extended) and resume.

Review of applications will begin

Pay	Yes	No	Reasons
Non-Exempt - Min. Pay Grade			
PA Position Amount			

Search Committee

Names

Dept _____
 Dept _____
 Dept _____
 Division _____

Submitted by: _____ Date _____
 Approved by President: _____ Date _____

Notes