

Brunswick School Department
46 Federal Street
Brunswick, Maine 04011

OPEN POSITION FORM

Please use this form when you have a staff opening. Today's Date: _____

Position Title: _____ Position # _____

School/Building: _____ Administrator: _____

Person Submitting Form: _____

Person to Contact for More Information: _____

Date of Opening: _____

Permanent _____ Part-Time _____ One-Year _____ Long Term Substitute _____
Dates _____ to _____

Application Deadline (Date posting to be taken off website): _____

Anticipated Interview Completion Date (date applicants may assume they are not selected for the position): _____

Wording (Special Qualifications Needed or Desired): _____

Other Information: _____

Please submit this form to the Superintendent's Office

Office Use:

Supt. Approval: _____
Post In-House: _____ to _____
(5 days required)

Outside Advertising: yes _____ no _____
BSD Website _____
Serving Schools _____
Times Record _____
Sunday Telegram _____
Other _____