**STATE OF FLORIDA**

**REQUEST TO FILL VACANCY**

|  |  |
| --- | --- |
| **Agency** | |
|  | **Capital Collateral Regional Counsel** |
|  | **Criminal Conflict and Civil Regional Counsel** |
|  | **Guardian Ad Litem** |
|  | **Justice Administrative Commission** |
|  | **Public Defender’s Office** |
|  | **State Attorney’s Office** |

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| **Type of Advertisement** | |
|  | **Open competitive** |
|  | **Internal Agency** |
|  | **Non-Advertised** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Information** | | | |
|  | | | |
| **Position #:** |  | **Annual Salary:** |  |
| **FTE:** |  | **Circuit:** |  |
| **Primary City:** |  | **Primary Position Zip Code:** |  |
| **Secondary City:** |  | **Secondary Position Zip Code:** |  |
| **County:** |  | **Class Title:** |  |
| **Class Code:** |  | **Career Opportunities:** |  |

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| --- | --- |
| **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:** |  |

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| **Team Members (Please enter team member's names as they appear in People First)** |
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| --- | --- | --- | --- |
| **Advertisement Information** | | | |
| **Proposed** **Advertisement Period** | | **From:** |  |
| **To:** |  |
| **Requested By:** |  | | |
| **Phone #:** |  | | |
| **Date Submitted:** |  | | |

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