**STATE OF FLORIDA**

**GUARDIAN AD LITEM OFFICE**

**REQUEST TO FILL VACANCY**

|  |  |
| --- | --- |
| **Type of Advertisement** | |
|  | **Open Competitive** |
|  | **Internal Agency** |
|  | **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:** |  |

|  |  |
| --- | --- |
| **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:**  **Yes**  **No** | **Regional Director** |  |
| **Approved:**  **Yes**  **No** | **Director Operations** |  |
| **Approved:**  **Yes**  **No** | **Budget Director** |  |
| **Approved:**  **Yes**  **No** | **Human Resources** |  |

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