**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.**