**STATE OF FLORIDA**

**REQUEST TO FILL VACANCY**

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| **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** |

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| **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.**