

**REQUEST FOR HIRE/AD REQUEST
DUE NO LATER THAN WEDNESDAY**

Requestor:

Program #:

Region: SAZ CAZ WAZ NAZ CORP MCAZ TPC GGCC NDI Other _____

Location/City:

Department:

Position To Fill:

Salary Grade:

Regular full-time # of hrs/wk Regular part-time # of hrs/wk On Call Relief Other (specify)

Supervisor's Name:

Send resumes to:

Job Skills Needed (please be as specific as possible):

Education/Training/Certifications Needed:

Will the employee operate a motor vehicle **at any time** while performing their job duties? Yes No

Please complete the following section if you would like the position posted **internally or externally**. *Boxes must be check marked.*

Suggested Recruitment Avenues:

Internal:

AZCA Internal
Add to AzCA web site

External Publications:

<input type="checkbox"/> Arizona Daily Star- dtellez@tucson.com	<input type="checkbox"/> Globe Silverbelt- beltnews@yahoo.com
<input type="checkbox"/> AZ Republic- erichsmith@pni.com	<input type="checkbox"/> Lk. Havasu River City News – ads@havasunews.com
<input type="checkbox"/> Casa Grande- composing@trivalleycentral.com	<input type="checkbox"/> Prescott Employment Network- employnet@commspeed.net
<input type="checkbox"/> Copper Country News- ccnews@hotmail.com	<input type="checkbox"/> White Mountain Independent- classifieds@wmicentral.com
<input type="checkbox"/> Employment Guide- jim@egarizona.com	<input type="checkbox"/> Yuma Sun- classified@yumasun.com
<input type="checkbox"/> Flagstaff Daily Sun- smahoney@azdailysun.com	
<input type="checkbox"/> Other Publication (specify)	

Dates you would like the ad to run (specify):

Web sites:

<input type="checkbox"/> Jobing.com (bachelor/master level)	Cost: Contract
<input type="checkbox"/> azjobbank- ajb.dni.us (bachelor/master level)	Cost: Free
<input type="checkbox"/> TucsonHelpWanted.com (clerical/admin positions)	Cost: Contract
<input type="checkbox"/> Work for Non-Profits website (www.workforprofits.com)	Cost: \$75 per 30 day ad
<input type="checkbox"/> Idealist website (www.idealists.org)	Cost: \$50 per ad
<input type="checkbox"/> Arizona Non-Profit Weekly Review (http://imninc.com/aznonprofitnews/)	Cost: Free
<input type="checkbox"/> University of Arizona	Cost: Free
<input type="checkbox"/> Arizona State University	Cost: Free
<input type="checkbox"/> Northern Arizona University	Cost: Free
<input type="checkbox"/> University of Phoenix Alumni Website	Cost: Free
<input type="checkbox"/> Luke Air Force Base Crossroads	Cost: Free
<input type="checkbox"/> Other (Specify)	

For HR use:

REQ # _____ Date Received: _____