

**Thermalito Union Elementary School District
Position Control Form**

Request to ADD/FILL Position

Position Title: _____ Work Location: _____

Certificated: Classified: Management: Administrative:

Full Time: Part Time: Short Term: Temporary: Probationary:

Hours per Day: _____ Work Shift: _____

New Position: Replacement Due To: Transfer Retirement Resignation

Justification of Need: _____

Funding Source: _____ Org. Key: _____

Department/Site Approval: _____ Date: _____

District Approval

Asst. Superintendent: _____ Date: _____

Superintendent: _____ Date: _____

Advertisement Specifications

Internal: External: Both:

Advertising Specifications: _____

Personnel Office Use

Employee Name: _____ ID Number: _____

Start Date: _____ Board Approval Date: _____

Work Shift: _____

Salary Schedule Placement: _____

Escape Position Number: _____