

# JOB VACANCY NOTICE

NORTHERN KENTUCKY COOPERATIVE FOR EDUCATIONAL SERVICES  
5516 East Alexandria Pike, Cold Spring, KY 41076  
Phone: (859) 442-8600 Fax: (859) 442-7038



Posted: _____
KDE: _____
Removed: _____

FROM:	DATE:
JOB TITLE/POSITION:	PROGRAM:
RATE OF PAY:	DAYS PER YEAR:
STARTING DATE:	HOURS PER DAY:
CHECK ONE: <input type="checkbox"/> CERTIFIED POSITION <input type="checkbox"/> CLASSIFIED POSITION	
CHECK ONE: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SUBSTITUTE <input type="checkbox"/> TEMPORARY	
IS THIS A NEW POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
JOB REQUIREMENTS/DESCRIPTION: (PLEASE ATTACH JOB DESCRIPTION)	
APPLICATION DEADLINE:	
CONTACT INFO FOR APPLICATIONS/RESUMES:	
ADDITIONAL INFORMATION:	

HR COORDINATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

EXECUTIVE DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

UNLESS OTHERWISE NOTED, ALL CERTIFIED POSITIONS SHALL BE POSTED FOR FIFTEEN [15] CALENDAR DAYS.

THE NKCES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, RELIGION, SEX, GENETIC INFORMATION, LIMITATIONS DUE TO PREGNANCY, CHILDBIRTH OR RELATED MEDICAL CONDITIONS OR DISABILITY IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES.

For Certified Positions posted to KDE:
Number of applicants interviewed: _____ Number of second interviews: _____
Ethnicities of candidates interviewed: _____
Name of candidate hired: _____