

**Ketchikan Gateway Borough**  
**Human Resources**

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**POSITION VACANCY FORM**

This form serves to assist each department with recruiting for designated position vacancies. Vacancies will be posted in the order in which a **completed form** is received and approved.

1. Title of position: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Funding source (account#): \_\_\_\_\_  
Proposed Wage: \_\_\_\_\_ Step/Grade \_\_\_\_\_
4. Is this position in the budget? Yes:\_\_\_\_\_ No:\_\_\_\_\_
5. Position status: Full-time:\_\_\_\_\_ Part-time:\_\_\_\_\_ Temporary \_\_\_\_\_
6. Does this position require pre-employment drug testing? Yes \_\_\_\_ No \_\_\_\_
7. Target Recruitment Date \_\_\_\_\_ Open until filled? \_\_\_\_\_
8. Advertising resources: KGB website (Facebook) \_\_\_\_ Alexsys \_\_\_\_ KDN (4x) \_\_\_\_\_  
Other \_\_\_\_\_

*\* If you would like other advertising the amount may be charged to the department.*

**Please submit this form to HR in the Manager's Office or email to [hr@kgbak.us](mailto:hr@kgbak.us) - once it is signed by the Department Head.**

Department Head's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Assistant Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_