EMPLOYMENT ADVERTISING REQUEST FORM

Position: ________________________________________________________________

Date you would like position posted on Westminster College’s website? _________________________

Date you would like position to be placed externally? ________________________________

Please type the job ad you would like to have placed and submit to human.resources@westminster-mo.edu

Besides the Westminster Website, where would you like the Employment/Position Advertisement to be placed?

Employment Websites? Which Ones?

Newspaper Publications? Which Ones?

Other Publications? Which Ones?

Supervisor ___________________________ Date ________________

Cabinet Member ______________________ Date ________________

Ad Request Form
HR
revised 10/25/2012