**Position Vacancy**

 Policy #03-005

 Revised 05/13

**COTTONWOOD, INCORPORATED**

 2801 West 31st Street

 Lawrence, Kansas 66047

Phone (785) 842-0550 Fax (785) 842-6102

www.cwood.org

**POSITION:**

**HOUSE NAME IF APPLICABLE:**

# **JOB POSTING NUMBER:**

# **DEPARTMENT:**

**FT/PT:**

**SCHEDULE:**

**SALARY:**

**CONTACT PERSON:**

**BRIEF DESCRIPTION:**

**DATE POSTED:**

 **CLOSING DATE:**

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**TYPE OF POSTING**: **INTERNAL**       **EXTERNAL**

**NEWSPAPER AD**: **NO**       **YES** DATE AD STARTED:

OTHER NOTIFICATION OF VACANCY:

PERSON LEAVING:

PERSON HIRED:       START DATE: