

REQUEST FOR LA CAREERS JOB POSTING

Agency Name	Job Title to Post
Work City	Job Code
Work Parish	Date to End Posting
Date to Begin Posting	Emails to Receive Eligible Applicants
Name of Contact at Agency	
Agency Phone Number	
Agency Contact Email	

Classified Posting

<p><b>Open: All Qualified Applicants Considered</b></p> <p><input type="checkbox"/> Probational – up to 24months</p> <p><input type="checkbox"/> Temporary Job Appointment – up to 4 years</p> <p><input type="checkbox"/> Temporary Classified WAE (replaced Restricted Appt.)</p> <p><b>Promotion: Only Permanent Employees Considered</b></p> <p><input type="checkbox"/> Agency – only agency employees considered</p> <p><input type="checkbox"/> State – only state employees considered</p> <p>*Please select only one option in this box.</p>	<p>Is the Position Description (SF-3) current?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
	<p>Position Number:</p>
	<p>If this job required a written exam, would you like to accept testing exemptions? (see Rule 22.8)</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> N/A (no test)</p>
	<p>Supplemental Questions to gather job-specific data from applicants:</p>
	<p>Preferred Qualifications or Supplemental Information to include in the posting:</p>

Unclassified Posting

**All Applicants Sent to Agency for Consideration**

Please provide qualifications and information for the posting here.

\*Scan Form as PDF and email form to [SCS-LaCareersWorkflow4@la.gov](mailto:SCS-LaCareersWorkflow4@la.gov)