**Job Posting Form**

**Elementary & Middle Schools:**

**Please return to Michael Baumann at** mbaumann@buffalodiocese.org **in WORD format**

**High Schools & all others:**

**Please return to Lindsay Gibson at** lgibson@buffalodiocese.org **in WORD format**

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| --- | --- |
| Date Posted: |  |

|  |  |
| --- | --- |
| Send resume to: | Name:Address:Email:  |

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| Type of Employment: | Summer: ☐ | Part-Time ☐:  | If part-time, # of hours per week  | Full-Time: ☐ |

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| Job Title of Open Position: |  |

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| --- | --- | --- |
| Salary: | (REQUIRED)  | Salary will be: ☐hourly ☐ other |

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| --- | --- | --- | --- |
| Employer: |  | Department |  |

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| --- | --- |
| Location Address: |  |

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| Employer website: |  |

**Brief Job Description**

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**Essential Duties & Responsibilities**

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**Qualifications: Required Education/Experience**

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**Desired Skills**

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| How to Apply: | By Mail ☐ E-Mail ☐ Fax ☐ as above, no later than **XX/XX/XXXX** |