

*Diocese of Oakland*  
**DEPARTMENT OF HUMAN RESOURCES**  
2121 Harrison Street Suite 100  
Oakland, CA 94612  
510.267.8363  
Fax: 510.763-8055

**NON-TEACHING REQUEST**  
2016-2017

**PLEASE USE A SEPARATE REQUEST FORM FOR  
EACH POSITION NEEDED**

Public Posting:            Yes \_\_\_\_\_            No \_\_\_\_\_

DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_

COUNTY \_\_\_\_\_

NAME OF PRINCIPAL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_            ZIP \_\_\_\_\_

PHONE # (     )

POSITION AVAILABLE: (Only one position per form)

QUALIFICATIONS REQUIRED: Please list

JOB DESCRIPTION:

DAYS PER WEEK:

HOURS PER DAY:

SALARY RANGE:

POSITION AVAILABLE BEGINNING:

*Please return this form to Gloria Espinoza, Associate Director of Human Resources  
whenever openings occur.*

*This form may be used whenever you have openings.  
Please notify Gloria when position is filled.*