



EMPLOYMENT POSTING FORM

Contact: _____

Agency: _____

Address: _____

City _____ State _____ Zip _____

Agency Phone: _____ Fax: _____

E-mail: _____

Post on Web: _____
Date to be Posted—Start _____ Date to Remove Posting—End (6 months max.) _____

List Position(s): _____

Must provide start/end date(s) or announcement will not be posted. Agency is responsible for tracking end-date should the position still be available/open. Agency is responsible for contacting ATSA to extend end-date. Once ATSA receives payment, this completed Employment Posting Form, and employment announcement, it will take approximately one week to process. Please adjust the START/END dates to reflect that process.

To ensure proper processing of the job posting, please do the following:

- E-mail Kelly McGrath: kelly@atsa.com the employment announcement(s) as attachment in Word or text format.
- Complete this form and fax/email/mail to Kelly McGrath at the ATSA office with applicable payment.
- Each employment opportunity (position open for employment) is considered an individual posting and will be charged accordingly:

1 Month posting = \$50.00 / 3 Month posting = \$100.00 / 6 Month posting = \$150.00

Payments must be made by check, money order, Visa or MasterCard (sorry, no American Express or Purchase Orders).

Method of Payment: MasterCard or Visa **OR** Check (payable to ATSA, Inc.)

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CREDIT CARD NUMBER

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EXPIRATION DATE

SECURITY CODE (last 3 digits on back of card) _____

BILLING ADDRESS: _____
(credit card users only)

TOTAL AMOUNT TO CHARGE: \$ _____

Authorized card holder name

Authorized card holder signature

****please remit copy of this order with payment****