<Locality – City/Town of, State>

<Name of Position Being Posted and Position Number>

The City/Town of <Locality Name> is currently accepting employment applications for <full-time/part-time/per diem> <name of position>.

<Information on how to apply for the position, including where the application is to be sent>

**<Minimum Requirements (Examples)>:**

* <Citizenship Requirement>
* <Age Requirement>
* <Education Requirement>
* <Driver’s License Requirement>
* <EMS Certification>
* <Additional Certifications (alphabet houses, etc. if applicable)>
* <Pre-employment testing (if applicable)>
* <Benefits offered (if applicable)>
* <Salary Range>
* <Additional Requirements>

<Deadline for application>

<Contact Person for agency>