

Department of Human Resources
P.O. Box 17028
Jackson, MS 39217
601-979-2015

Request for Outside Advertisement Form

This form is to request for additional advertisement outside of the University. **Please attach text for your ad in word document format.** Complete and return this form to Human Resources.

Date of Request: _____ Contact number: _____

Department: _____

Has a job requisition been submitted? _____ Yes _____ No

Position Title: _____

Date Advertisement Should Run: _____

List Advertisement Sources below:

1. _____

Advertising Type: Newspaper Website Journal Magazine Other

2. _____

Advertising Type: Newspaper Website Journal Magazine Other

3. _____

Advertising Type: Newspaper Website Journal Magazine Other

4. _____

Advertising Type: Newspaper Website Journal Magazine Other

5. _____

Advertising Type: Newspaper Website Journal Magazine Other

Comments: _____

Supervisor's Signature: _____ Date: _____