**TO BE FILLED OUT FOR ALL VACANT POSITIONS. THE FOLLOWING DATA IS REQUIRED:**

**POSITION: SALARY RANGE:** HOURLY $:

**DEPARTMENT:** MONTHLY $: ANNUALLY $:

**CLASSIFICATION:** ( ) FULL TIME ( ) PART TIME ( ) REGULAR ( ) TEMP. ( ) SEASONAL ( ) PROVISIONAL

**WORK HOURS:** **WORK DAYS:**

**( ) TITLE 30A BACKGROUND REQUIRED**

**( ) DRIVERS CLEARANCE REQUIRED** (IF PERSONAL VEHICLE IS USED, EMPLOYEE MUST PROVIDE INSURANCE)

**( ) JOB DESCRIPTION ATTACHED**

**PAYROLL ACCOUNT #:**

( ) GRANT ( ) TRIBAL ( ) OJT ( ) OTHER:

**ADVERTISING LOCATIONS:** ( ) TWO RIVERS TRIBUNE ( ) OTHER:

**TYPE OF SELECTION PROCESS:** ( ) INTERVIEW PANEL

**SUPERVISOR TO CONDUCT INTERVIEW:**

**INTERVIEW PANEL (IF APPLICABLE):**

**DEPT. MANAGER:** **DATE:**

**HR:** \_\_\_\_\_\_\_\_\_ **DATE:**

**CFO:** \_\_\_\_\_\_\_\_\_ **DATE:**

**CEO:** **DATE:**

**JOB DUTIES:**

**MINIMUM QUALIFICATIONS:** (SKILLS, ABILITIES, KNOWLEDGE, YEARS OF EXPERIENCE, EDUCATION/TRAINING, ETC.) \_\_\_\_\_\_\_\_

**POSITIONS WILL NOT BE FILLED OR ADVERTISED WITHOUT A COMPLETED FORM RETURNED TO THE HR DEPARTMENT**