



# Hoopa Tribal Vacant Position Form



## **To be filled out on all vacant positions and the following data is required**

POSITION: \_\_\_\_\_

CLASSIFICATION:  Regular

DEPARTMENT: \_\_\_\_\_

Full Time  Temp.

Part Time  Seasonal

Title 30a Background Required

Provisional

Drivers Clearance Required (if own vehicle is used, employee must provide vehicle insurance)

Job Description attached

Salary Range : Hourly \$: \_\_\_\_\_ Monthly \$: \_\_\_\_\_ Annually \$: \_\_\_\_\_

Work Hours: \_\_\_\_\_ Work Days: \_\_\_\_\_

Payroll Account #: \_\_\_\_\_

GRANT

TRIBAL

OJT

OTHER

Advertising Locations:  Two Rivers Tribune  Other: \_\_\_\_\_

Type of Selection Process:  Interview Panel  Tribal Council

Tribal Department Supervisor to Conduct Interview: \_\_\_\_\_

Interview Panel (if applicable): \_\_\_\_\_

Dept. Manager: \_\_\_\_\_ Date: \_\_\_\_\_

CFO (available funds): \_\_\_\_\_ Date: \_\_\_\_\_

Tribal Chairman: \_\_\_\_\_ 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 HUMAN RESOURCES PROGRAM.**