



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: _____

HR Director: _____ 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.