



Quartz Valley Indian Reservation

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:** _____

() **FBI/Fingerprint BACKGROUND REQUIRED**

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

() **JOB DESCRIPTION ATTACHED**

PAYROLL ACCOUNT #: _____

() GRANT () TRIBAL () Workforce () OTHER: _____

PREFERRED ADVERTISING LOCATIONS: () Local Newspaper () CRIHB () Indeed () OTHER: _____

All positions will be posted to QVIR website.

TYPE OF SELECTION PROCESS: () INTERVIEW PANEL () Other: _____

SUPERVISOR TO CONDUCT INTERVIEW: _____

INTERVIEW PANEL (IF APPLICABLE): _____

Authorization to Advertise:

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

HR: _____ **DATE:** _____

Comptroller: _____ **DATE:** _____

Tribal Chairman/Tribal Administrator: _____ **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

Administration: 530-468-5907

Fax: 530-468-5908