



LEECH LAKE BAND OF OJIBWE
Employment Requisition

Current job description must be attached

Internal Position checkbox

External Position checkbox

Post this position for:

Two weeks checkbox

Open until filled checkbox

Must be increments of one week periods.

Job Title: _____ Division: _____

Department: _____ Line Item: _____

This position is: Grant/Tribal/Self Funded checkboxes. Number of employees Needed: _____

Status: Full-time/Part-time/Seasonal checkboxes

Is this a new position or is an employee being replaced? Explain: _____

Shift: Days/Hours/Other: _____

Pay Rate: Hourly/Non Exempt/Salary/Exempt checkboxes. Advertise as DOQ: Yes/No checkboxes

Will this position require driving: Yes/No checkboxes. Class of DL needed: D/C/B/A checkboxes

Special driving requirements: _____

Will this position require Pre-employment UA: Yes/No checkboxes. Will this position require BCA: Yes/No checkboxes

Will report to (print supervisors name): _____
Phone: _____ Cell: _____ Email: _____
Subfile will be sent to: Name: _____ Email: _____

INTERNAL positions must be posted for five (5) business days. EXTERNAL positions must be posted for two (2) weeks.

Completed by: _____ Contact: _____

Division Director _____ Date _____ Human Resources Director _____ Date _____

Denied for the following reason: _____ Denied for the following reason: _____

DO NOT FILL BELOW THIS LINE - FOR ACCOUNTING & HR USE ONLY

Date sent to HR: _____ Posted Position: Exempt/Non-exempt checkboxes

Dates posted from: _____ to _____ Received by: HR/EE/SP

Division Director Initials _____ HR Director Initials _____

Date sent to HR: _____ Posted Position: Exempt/Non-exempt checkboxes

Dates posted from: _____ to _____ Received by: HR/EE/SP

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Division Director Initials _____ HR Director Initials _____