

# Request to Advertise

(Please type)

Position: \_\_\_\_\_ Department/Program: \_\_\_\_\_

Payroll Account Number (s): \_\_\_\_\_ \$ / %: \_\_\_\_\_

\_\_\_\_\_ \$ / %: \_\_\_\_\_

\_\_\_\_\_ \$ / %: \_\_\_\_\_

Fringe Benefits Account Number (s) \_\_\_\_\_ \$ / %: \_\_\_\_\_

\_\_\_\_\_ \$ / %: \_\_\_\_\_

Physical Address of Duty Location: \_\_\_\_\_

Job Title of Immediate Supervisor: \_\_\_\_\_

Is this position established: Yes  No

Is this position new: Yes  No  (if yes please attach Classification Routing slip)

By completing and signing this form you are hereby requesting Standing Rock Sioux Tribe Human Resource Department to advertise to the public that the above named position is vacant and requesting applicants. The most recent, approved job description, is the description that will be made public. If you wish to make any changes to the job description, do so BEFORE advertising. The Program/Department must have the necessary amount of money to provide the wage and benefits as outlined on the job description. To ensure this please visit with the Finance Department for review.

**Re-Advertise** Today's Date: \_\_\_\_\_

Please re-advertise due to: \_\_\_\_\_

\_\_\_\_\_  
Director Name (Print)

\_\_\_\_\_  
Director Signature / Date

\*All information previously collected is current and true.

Director Signature: \_\_\_\_\_

## To be completed by Finance Department:

Is there adequate funding for the position to be filled? Yes  No

Are the above listed account numbers correct and current? Yes  No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date Returned to HR: \_\_\_\_\_ Start Date of Advertisement: \_\_\_\_\_