

**Blackfeet Tribe
Help Wanted Advertising Form**

Ads must be sent to the Personnel Department by Thursday at 4:00 pm for the following week's placement. Late request will result in a one-week wait.

If this is a new position, it must be classified first. Allow two weeks for classification.

PLEASE ATTACH:

- 1. CURRENT job description including grade and proper title of position**
- 2. Yellow copy of purchase order**

Position Requested: _____

Department/ Program: _____

Grade and/or Wage: _____

Charge to: Account # _____ Purchase Order # _____ **(Attach)**

Person Requesting Staffing Ad:

Name: _____ Title: _____

Department: _____ Phone #/ Ext: _____

Newspaper: _____

Run Ad: 2 Wks. Open until Filled Other: _____

Use Standard Ad Please insert the attached ad for the above position:

For Personnel Department Use Only:

Date Ad Ordered: ____/____/____ Newspaper: _____

Closing Date: ____/____/____

For Re- Runs:

Run Ad 2 Wks. Open Until Filled Other: _____

Date Re- Run Ordered: ____/____/____ Newspaper: _____