

Department's Number)

July 25/33
(Date)

GOVERNMENT OF CANADA
Temporary
REQUISITION FOR SEASONAL APPOINTMENT

To the Civil Service Commission:

You are hereby requested to make an appointment to fill a vacancy in the seasonal position described below:

DESCRIPTION OF POSITION:

Title of position Clerk, Grade 3
Department Indian Affairs Branch Indian Agencies Division IA-IA8
Place of work Blackfoot Reserve (City) (Province) Salary rate \$115. a mth. Appropriation Trust Funds.
Date appointee should report for duty August 15/33 Officer to whom appointee should report:
The Indian Agent, Gleichen, Alberta. (Blackfoot Agency).
Remarks Services likely to be required for 4 mths, or until threshing and marketing of grain has been completed.

SPECIAL QUALIFICATION REQUIREMENTS FOR POSITION:

The appointee should possess the following special qualifications as to:

Education As per classification

Experience or technical proficiency do

Place of residence

Other qualifications

CERTIFY that there is
unencumbered balance available
in the appropriation allotment
concerned. J. C. Donnelly
Sex Man
(Man, woman, or either)

Not established, but occupied for some years past.

EXPLANATION OF VACANCY:

Is the position a new one or an old one previously occupied.

(Enter "new" or "old")

If the position has been previously occupied, give the name and salary rate of the previous occupant and indicate when and why he left. Occupied each season since 1930 by Mr. S.E. Dafoe

NOTE.—If a card "Report for Classification" was not filled out by or for some employee occupying this position, fill out and attach the Civil Service Commission form "Request for Classification of New Position."

Signed

(Signature of Deputy Head) (Acting)

NOTES AND INSTRUCTIONS:

1. File this requisition with the Civil Service Commission as soon as the need for extra assistance is recognized, preferably several weeks before the appointee will be needed. Prepare two copies; forward one and retain one awaiting "Certificate of Appointment." No letter of transmittal need accompany the requisition. If the space above is not sufficient to give particulars, use and attach an extra sheet of paper.
2. File a separate requisition with the Civil Service Commission for each vacancy in a seasonal position. For permanent or temporary positions use the special requisition forms provided.
3. Give the position the classification title. If the position is a new one give it a tentative title which, as nearly as may be, is brief and descriptive of the work to be done.
4. Seasonal employees shall be laid off at the end of the season, unless transferred to other work with the approval of the Civil Service Commission; but they shall have the right to reoccupy their positions the next season if their services have been satisfactory and they are needed again.

THIS SPACE RESERVED FOR THE USE OF THE CIVIL SERVICE COMMISSION