

DAKOTA COLLEGE AT BOTTINEAU

Recommendation For Appointment

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Position Budget: \$ \_\_\_\_\_ Proposed Salary: \$ \_\_\_\_\_

Fringe Benefits: \$ \_\_\_\_\_ Estimated Benefits: \$ \_\_\_\_\_

<b>HR Use Only</b>	
Position #: _____	Job Code: _____

Term (mos): \_\_\_\_\_ FTE (%): \_\_\_\_\_

*\*If proposed salary exceeds budget, identify funding source that will cover the deficit:*

\_\_\_\_\_

**Reason for Appointment:**

New Position  Replacement (Name of Person Replaced): \_\_\_\_\_

*Attach application materials and consent for criminal history background check.*

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Project</u>	<u>%</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Other expenses (moving, house-hunting, immigration, etc): \_\_\_\_\_

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Business Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payroll

\_\_\_\_\_  
Date

**Use Back Side to Request Contract**

# DAKOTA COLLEGE AT BOTTINEAU

## Contract Request Form

Employee Name: \_\_\_\_\_

Type of Appointment/Contract:

Faculty     Staff     Adjunct     Coach

Full-time     Part-time     Interim

Benefited     Non-benefited

Position Title: \_\_\_\_\_ Department: \_\_\_\_\_

Annual Salary: \$ \_\_\_\_\_ Annual Benefits: \$ \_\_\_\_\_

Contract Length:     9 month     10 month     12 month     Other \_\_\_\_\_

% of Time:     100%     Other \_\_\_\_\_

Contract Dates: From \_\_\_\_\_ To \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date Requested: \_\_\_\_\_

**Front Side Must Be Complete  
Before Contract May Be Requested**

***Business Office Use***

EMPLID: \_\_\_\_\_

Position #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_