



# Turtle Mountain Community College

P.O. Box 340  
Belcourt, North Dakota 58316  
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Turtle Mountain Band  
Of  
Chippewa Indians  
•  
Charter Member  
American Indian  
Higher Education  
Consortium

## HIRING MEMORANDUM

To:

From:

Date:

Please be advised that \_\_\_\_\_ has been hired.

Regular Contract  
Full Time Regular ( )

Short Term Contract  
Full Time Temporary ( )  
Part Time ( )

As \_\_\_\_\_ with \_\_\_\_\_  
(Position) (Program)

effective \_\_\_\_\_ to \_\_\_\_\_ at the rate of \_\_\_\_\_  
(Date) (Date) (Wage)

At \_\_\_\_\_ on the salary scale.

Salary payable from \_\_\_\_\_ account.  
(Program)

SSN \_\_\_\_\_

Marital Status\* \_\_\_\_\_ \*(For tax purposes)

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

### APPROVED:

\_\_\_\_\_  
Presidents Concurrence

\_\_\_\_\_  
Department Administrator Date

\_\_\_\_\_  
Human Resource Director Date

\_\_\_\_\_  
Comptroller Date

**SEE OUR WEB PAGE AT: <http://www.tm.edu>**

Accredited by the Higher Learning Commission-North Central Association  
230 S. LaSalle, Suite 7-500, Chicago IL 60604 1-800-621-7440