

TEMPORARY EMPLOYEE REQUEST FORM
(For Agency Temporary Employees)

Please complete and return this request form to the Human Resources Office. If you have any questions, please contact Gina Rice at ext. 6010.

Requesting Supervisor: _____ Extension: _____ Email: _____

Date Requested: _____ Position: _____

Full-time: _____ Part-time (include approximate hours): _____

Skills Required:

____ Computer (MS Office: _____ Word _____ Excel _____ PowerPoint _____ Access)

____ Customer Service

____ Data Entry: _____ typed document _____ written document

____ Dictation: Dictaphone, Oral

____ Filing

____ Receptionist

____ Telephone

Summary of expected duties:

Physical Requirements? _____

Resume Required? ____ Yes ____ No

Interview Required? ____ Yes ____ No

Assignment's start date: _____ Approximate end date: _____

Dept. #: _____ Account # to charge: _____

Supervisor's Signature: _____

FOR HUMAN RESOURCES OFFICE ONLY

Agencies Called	Telephone #	Contact Person	Date Called	Response