

Division of Human Resources
Temporary Employee Vacancy Request Form



Date: _____

Requesting Department: _____

Hiring Manager: _____ Phone/Extension: _____
(Please Print/Type)

Contact Person: _____ Phone/Extension: _____
(Please Print/Type)

E-mail address of Contact Person: _____

Back-Up Contact Person: _____ Phone/Extension: _____
(Please Print/type)

Assignment Details

Position/Title: _____

Description of Duties:

Assignment Length: Start Date: _____ End Date: _____

Work Schedule per Week (hours per week): _____

To Be Completed by Human Resources

Vacancy Filled Date: _____

Candidate Name: _____

Hire Date: _____

Completed By: _____ **Date:** _____

Please fax request at least three weeks before recommended start date to the Human Resources Department – Attention Temporary Employment Manager or Temporary Employment Specialist at 336.334.7477.