



REQUEST FOR EMPLOYMENT AGENCY EMPLOYEE

Title \_\_\_\_\_

Attach a brief summary of the duties and responsibilities that will be required of this position.

REASON FOR THE REQUEST: (such as vacancy, special project, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Funding Source for Payment of Invoices: Fund: \_\_\_\_\_ Org: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Duration: \_\_\_\_\_ Ending Date: \_\_\_\_\_

If the date is to be extended, a new request form will need to be completed.

Do you wish to interview before a placement is made?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, person who will interview and the dates available: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signatures and Dates

Division/Office Administrator \_\_\_\_\_ Date \_\_\_\_\_

Finance Administrator \_\_\_\_\_ Date \_\_\_\_\_

Human Resource Administrator \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_

April 12, 2007