Temporary or permanent employee request form

Submit this form to the Office of Human Resources to request a temporary or permanent employee.

Position information

Department contact person: _____

Phone number: _____

Email address: _____

Department ID number: _____

Department name: _____

Campus location: _____

Number of positions: _____

Duration of position: _____

Position accounting numbers: _____

Job title and job code: _____

Working title: _____

Salary offer: _____

Background check or fingerprint security sensitive — yes or no: _____

Brief job description: _____

_____

_____

Areas of experience needed — be as specific as possible: _____

_____

_____

_____