

Date: ____/____/____

To:

From: _____

Subject: Request for Casual Hire Position

Contact person information:

Name: _____ Phone#: _____ Fax#: _____

Job title: _____ Job Site: _____ How to Apply: _____

Requested start and end dates: From ____/____/____ to ____/____/____

Days/Hours of work: _____ Total hours/week: _____
(example: M, W, F - 8:00a - 12:00p)

Job description:

Job requirements:

Immunization requirements: Yes No Transcripts Required: Official Copy None

Educational requirements: _____

Occupational license: _____

Amount of experience required: _____

Computer/Software required: _____

Car required: Yes No Driver's license required: Yes No Standard Automatic

Other requirements: _____

Rate of pay: \$_____ per hour month year other:_____

Account code: _____

Deadline to apply (mm/dd/yy): ____/____/____

Justification for Hire:

Approved/Disapproved

Signature of Dean

Date