

**CITY OF PETALUMA
HUMAN RESOURCES**

REQUEST FOR *TEMPORARY* PERSONNEL

This form is used to request temporary personnel from an employment agency. Upon completion Human Resources will make the necessary arrangements to fill the position.

POSITION: _____ DEPARTMENT: _____

START DATE: _____ HOURS: _____ LENGTH OF ASSIGNMENT: _____

RATE OF PAY: _____ DATE REQUIRED: _____

SKILL SET REQUIRED: _____

JOB DUTIES: _____ PHYSICAL DEMANDS: _____

TOOLS/EQUIPMENT KNOWLEDGE: _____

WORK ENVIRONMENT: _____

- | | | |
|--|--|---|
| <input type="checkbox"/> Requires DMV report | <input type="checkbox"/> Resumes submitted | <input type="checkbox"/> Pre-employment interview |
| <input type="checkbox"/> Lifting req.: _____ lbs | <input type="checkbox"/> Typing speed: _____ wpm | <input type="checkbox"/> Misc: _____ |

Department Head Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Human Resources Use:

Date request received in Human Resources: _____

Agencies contacted:

_____ Contact name: _____ Phone # _____

_____ Contact name: _____ Phone # _____

Name of temporary : _____ Pay rate: _____ Billed rate: _____

Remarks: _____

Performance feedback: _____

Separation Date: _____ Remarks _____