Request for Temporary Part Time / Full Time

Fax back to Human Resources (4437)

Department Details	
Department:	Requested by:
Building: Room:	Phone number: Fax:
Reports to:	
Number of employees requesting:	
Position Details	
Start date: End date: Circle One: Full-time Part-time	Work Hours: to Days needed - M, T, W, T, F, S, S
Account Number used to pay Penski Employee:	

Skills Required (Please list the required skills for the position; if possible attach a job description):

Do you wish to interview? (Circle One) Yes No

Please have your staffing agency employee complete a timecard and return to you. Send the completed original and the yellow copy to the Human Resource office by noon the following Monday (we forward the original to Penski). Please put the account number on the timecard.