

REQUEST FOR TEMPORARY STAFFING SERVICES
- 22nd Century Technologies Inc, at County of Ventura -

INITIAL REQUEST _____

EXTENSION REQUEST _____

Date: _____

Reason for Request:

Agency: _____

Filling Behind LOA _____

Division: _____

Special Project _____

Org# (BU): _____

Vacation Replacement _____

PG# _____

Other (Describe) _____

****ASSIGNMENT INFORMATION****

Start Date: _____

Job Site Address: _____

End Date: _____

Assignment Supervisor: _____

Total Days Requesting: _____

Supervisor's Phone # () - _____

Requirements Prior to Placement:

& email address: _____

Detailed Job Description:

Request Completed By (please print): _____

Phone #: _____

Agency/Department Appointing Authority: _____

Phone #: _____

Signature: _____

Agency/Department Fiscal Officer: _____

Phone #: _____

Signature: _____

****REVIEW – HUMAN RESOURCES AUTHORIZATION****

AUTHORIZATION# _____

Date Request Received: _____

Request Approved? Yes____ No____

Assignment Start Date: _____

Exception to 90 Day Rule? Yes____ No____

Assignment End Date: _____

Total Days Approved: _____

Comments: _____

HR Authorization (*Analyst's Signature*): _____

Date: _____

Phone #: _____

****DISPOSITION – 22nd Century Technologies, Inc**** (*This area is to be completed by 22nd Century Technology, Inc only*)

Associate: _____

HR Authorization #: _____

Start Date: _____

PG#: _____

End Date: _____

Job Title: _____

Pay Rate: _____

Bill Rate: _____

Comments: _____

22nd Century Representative: _____

Date: _____