



Trades & Light Industrial Temporary Request Form – Contract Labor

Individuals who are hired through the temporary agency as per contract with the State of Kansas are employees of the agency.

Date: _____

Classification Desired: _____
Supervisor: _____ Department: _____
Dept. Location: _____ Ext. _____ Box: _____ Work Hours _____
Date Needed: _____ Length of Assignment: _____ Hrs per week: _____

SKILLS REQUESTED

(Note: Level of skills requested will determine classification and salary of position)

Equipment:

Jack Hammer Backhoe Voltmeter
Industrial Forklift Oscilloscope Ohmmeter
Industrial Truck w/bucket (boom platform or other lifting device)
Computer Other

Skills and other requirements:

Plumbing Machinist Valid KS Driver's License
Electrical Masonry Lifting
HVAC Painting Inventory Carpentry
Sheet Metal Shipping/receiving Custodial Work Welding
Locksmith Landscaping/grounds maintenance

Special Requirements: _____

Other: _____

Authorization: _____ Date: _____
Supervisor Signature

Authorization: _____ Date: _____
Budget Officer Signature

OHR AUTHORIZATION

OHR Signature _____ Date _____
Temp Agency _____ Contact person _____ Phone _____
Temp Employee's Name _____ Start Date: _____
Classification: _____ \$ _____ per hour

Screening: DMV _____ SOF _____

Original: OHR Copy: Hiring Department