



Employment Office

Dallas County Human Resources/Civil Service

REQUEST FOR TEMPORARY STAFFING

To process your request, the following information is required

Department:

Funding Source:

PO#

NOTE: You must create a requisition through the Purchasing Department and then a PO is generated (billing and payment purposes)

1. Department:
2. Job Title:
3. Number of Temporaries needed:
4. Length of Assignment:
5. Number of Hours/Week:
6. Expected Schedule:
7. Expected Assignment Start Date:
8. Direct Supervisor (who will approve time sheet):
9. Supervisor Contact info:
10. Location of Assignment:
11. Job Duties:
12. Will the temporary employee(s) have access to the CJIS system (Criminal Justice Information System) Yes ☐ No ☐

Send request to:

Warda Shafiq

Human Resources Analyst IV

warda.shafiq@dallascounty.org

(214) 653-6051 ☎

