



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:**

Tricia Almarales

Human Resources Analyst

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(214) 653-6616 ☎