



CITY OF WACO

# Temporary Labor Pool Request

## CITY OF WACO

**Today's Date:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Department Name:** \_\_\_\_\_

**Temporary Position:** \_\_\_\_\_ Choose one

*Choose from Building Attendant, Service Provider, Bartender, Retail Aide, Dispatcher, Library Technician, or Customer Service Representative.*

**Start Date of Assignment:** \_\_\_\_\_

**Anticipated Length of Assignment:** \_\_\_\_\_

**Work Schedule:** \_\_\_\_\_

**Charge Payroll to Account Number:** \_\_\_\_\_

**Job Description:** \_\_\_\_\_

\_\_\_\_\_  
**Tools/Equipment Operated:** \_\_\_\_\_

**Clerical/Other Skills Needed:** \_\_\_\_\_

I certify that funds are available for the anticipated duration of this request. I will notify the Human Resources Department if any of the information above changes, and when the assignment is completed.

\_\_\_\_\_  
**Signature (Unless Submitting Electronically)** **Printed Name**

**Phone: (254) 750-5740**

**Fax: (254) 750-5737**