

Emergency/Temporary Hire Form



Office of Human Resources
Brown (RCB) Suite 420
105 W. O St
Russellville, AR 72801
Phone: 479-968-0396
Email: hr@atu.edu

Current Date: _____

Position Information

Name of Person Making the request: _____ Phone Number : _____ Email : _____

Department where vacancy occurs: _____

Title of the Position: _____ Position Number: _____

Date position became available : _____

Former Employee: _____

Anticipated duration of temporary hire: From : _____ To : _____

Reason for Vacancy: _____ Explain Other: _____

Justification detailing the urgent need for filling the position:

Temporary Employee Information

Recommended Employee: _____ Recommended Salary: _____

Education: _____ Experience : _____

How this person was identified: _____ Mailing Address: _____

Explain: _____

****Please Attach Resume****

Advertising and Recruitment Plan

Anticipated Advertising Date: _____ Anticipated Start Date: _____

Recruitment Plan: _____

Additional Information: _____ Supervisor: (if applicable) _____

Vice President: _____

Human Resources: _____

President: _____