

Emergency/Temporary Hire Form

Office of Affirmative Action
1509 North Boulder Ave.
Russellville, AR 72801
Phone: 479-498-6020
Fax: 479-890-6493



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:
Explain:

Mailing Address:

****Please Attach Resume****

Advertising and Recruitment Plan

Anticipated Advertising Date: _____ Anticipated Start Date: _____

Recruitment Plan: _____

Additional Information:

Supervisor: *(if applicable)* _____

Vice President: _____

Affirmative Action: _____

President: _____