**College of Natural Resources**

**Request for Temp Help Hire**

**Please complete and Return to ericeverett@uidaho.edu**

**Date of request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed start & term dates:**\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_

**Proposed hourly rate/pay rate: \_\_\_\_\_\_\_\_\_\_ # of anticipated hours per week: \_\_\_\_\_\_\_\_\_\_**

**PERSI QUALIFIED (5 months+ at 20 hours or more a week)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Index number:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if other than Idaho – please complete page two)**

**Description of duties:** (AAC may also request a job description)

**Name, email address and V # (if applicable) of proposed employee**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this candidate a current full time student?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this candidate ever worked for the University of Idaho before?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: CNR requires satisfactory background checks completed and on file AS WELL AS an accepted I-9 and any other required documents BEFORE an employee can start working.

**If you hire someone for less than 1385 hours over a 12 month period, you do not have to complete an on line search. Does your request meet this requirement Yes No - if no please contact CNR’s HR representative.**

**Signature of person requesting position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**OUT OF STATE WORK INFORMATION:**

**Work Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**State of Domicile – Address (City, State and zip if different than work address)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**