

**CASE WESTERN RESERVE UNIVERSITY
CWRU TEMPORARY STAFF EMPLOYMENT REQUISITION**

Date _____

Department: _____ Account No: _____

DESCRIPTION OF TEMPORARY NEED

Title _____ Proposed Hourly Rate (Must be within CWRU guidelines) \$ _____
Begin Date _____ End Date _____ Hours Per Week _____
Term _____ Est. total Expense _____
Source of funds: _____
Location of position: _____ Telephone Ext. _____
Reason for incurring expense _____

JOB DESCRIPTION / REQUIREMENTS

Describe complete responsibilities:

Describe education, technical skills, and experience required:

Will this position be responsible for an individual under age 18? Yes No
Will this position involve exposure to any of the following health hazards? Human Blood and/or Tissue
 General Chemicals Formaldehyde Radioactive Materials Laboratory Animals
Will this position require driving while on the job? Yes No University Vehicle Personal Vehicle
Could this position be filled by a student? _____ If not, please explain: _____

If you have a person in mind for this position, please provide their full name and social security number. YOU MAY NOT MAKE A COMMITMENT TO THIS INDIVIDUAL WITHOUT APPROVAL FROM STUDENT EMPLOYMENT AND HUMAN RESOURCES.

Name _____ Social Security No. _____

APPROVALS / ROUTING

Supervisor Name _____ Signature _____
Telephone Ext. _____
1. Mgmt. Center or Dept. Head _____ Date _____
(signature) Approval to hire non-student Yes No
2. Student Employment: Student Available? Yes No
_____ Date _____
(signature)
3. Human Resources _____ Date _____
(signature)
Position filled by: _____ Date _____

SCREENING: CREDENTIALS CRIMINAL CONTROLLED SUBSTANCE TESTING BMV PHYSICAL BBP