

N.C. DEPARTMENT OF ADMINISTRATION
Personnel Request Form for Temporary Agencies

Division/Section:	Request Date:	
Agency Contact:	Telephone Number:	
Supervisor:	Telephone Number:	
Date Needed:	Wk Hours:	Estimated Time Needed:
Or if needed Immediately <input type="checkbox"/>		Or if needed Indefinitely <input type="checkbox"/>

Job Title:
Reason For Need:
Description of Duties

Skills Required

Computer Skills:

- Typing/Word Processing (MS Word)
- Spreadsheets (MS Excel)
- PowerPoint (MS PowerPoint)
- Internet (Explorer)
- Data Entry
- E-mail (Outlook)
- Receptionist**

Telephone:

- Number of Lines:
- Number of Extensions:

Miscellaneous:

- Heavy Equipment Knowledge
- Drivers License
- CDL Class A
- Forklift Experience
- Forklift Certification