Dynamic Staffing
Personnel Requisition Form

UNA

*Request submitted by *(Full Name)*

_____

*Requested (Date & Time)

_____ | _____ (am / pm)

*Quantity Needed / Assignment Length

_____ | _____

*Date(s) Needed / Driver For (Vehicle)

_____ | VAN   BUS

*Orientation / Training (Date & Time)

_____ | _____ (am / pm)

*Van Driver Pay Rate (min. $12/hr)

_____ (per hour)

*Bus Driver Pay Rate (min. $14/hr)

_____ (per hour)

*Event Driver Needed For

_____

*Location Driver Needs To Report To

_____

*Scheduled Day(s)

_____

*Shift Start (Time)

_____ (am / pm)

*Shift End (Time)

_____ (am / pm)

*Department

_____

*Contact Person's Name for Employee

_____

*Contact Phone # for Employee

_____

*REQUIRED   *IF APPLICABLE   *PICK APPROPRIATE