

Requesting Extra Help Position

Due to the Office of Personnel Management implementing a new policy July 1, 2009, all Extra Labor positions must be approved *before* an individual is hired to work at Arkansas Tech University. To assist departments with the appropriate job classification title and rate of pay for their position, the Human Resources Office is requesting this form to be completed and submitted prior to hiring an extra labor employee. An application must be completed by all individuals applying for extra help positions and he/she must return the application to the Human Resources Office prior to employment. The Human Resources Office will verify previous employment history and education information to ensure the individual meets the job qualifications.

Department requesting position: _____ Office Phone#: _____

Interviewer: _____ Supervisor: _____

Hire Date (first day of work): _____ Ending date (if known): _____

Number of positions requesting: _____

If not advertising for this position, please skip down to Description of Job duties.

Advertise for position: Yes No Advertise in: _____

Scheduled Work days: Sun. Mon. Tues. Wed. Thur. Fri. Sat.

Number of hours to work per week: _____

Job postings run for a minimum of five (5) working days. If you would like to have this position advertised for an extended time period, please specify length of time: _____

Description of job duties: _____

Supervisor Signature

Date

THIS SECTION TO BE COMPLETED BY THE HUMAN RESOURCES OFFICE

Extra Labor Title: _____ Rate of pay: _____

Human Resources Approval

Date