



City of Santa Ana Human Resources Department TEMPORARY AGENCY REQUISITION FORM

Instructions:

This form must be completed by authorized department contacts. E-mail the completed form to Human Resources (attn.: hradmin@santa-ana.org; cc: Danvi Nguyen) for review and processing.

Notes:

- A department may request a temporary worker for work that is not expected to last more than one year or 960 hours, whichever comes first, to fill a short-term position, meet an employment need (completion of a specific project or to cover peak workload), or fill positions that involve intermittent (irregular) or seasonal (recurring annually) work schedules.
- Temporary employees report to their temporary agencies. As such, temporary agencies possess the right to control, direct, and discipline the temporary employees.
- For other options (e.g., emergency appointments, temporary upgrades) or more information, please contact Human Resources.

Job Title:		# of Temps Needed:	
Department / Division:		Account #(s):	
Max Hourly Bill Rate:		Account Name(s):	
Dept. Contact Name:		Work Location:	
Dept. Contact Phone #:		Desired Start Date:	
Work Hours Per Week:		Desired End Date:	
Weekly Work Schedule:			
Reason for Request:			
Comments:			
Description of Job Duties:			
MINIMUM REQUIREMENTS			
Education level:			
Years and type of experience:			
Other knowledge, skills, and abilities required (e.g., bilingual ability, software proficiency):			
Highly desirable skills, if applicable:			
Work environment (e.g., office, field):			
Background check required:	☐ YES ☐ NO		

APPROVAL	Name	Signature	Date
Department Head or Designee			
Human Resources			