

FAIRBANKS NORTH STAR BOROUGH
Temporary Clerical Pool Personnel Request Form

Begin Date: _____

End Date: _____

Requesting Department: _____

Org Key: _____

Contact Number: _____

Contact Person: _____

Covering For: _____

Date of Request: _____

Scheduled Hours: _____

Employee Preference: _____

Employee Exclusions: _____

General Duties: _____

Comments: _____

****** Computer Skills Desired:**

Word:	Y	N
Excel:	Y	N
Access:	Y	N
Other:	_____	

For Office Use Only:		
<u>Contacted:</u>	<u>Date:</u>	<u>Comments:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____