



JOB ORDER REQUEST			DATE
Please complete and email to: utemp@utoronto.ca			
DEPARTMENT			
ADDRESS <i>(Including Room No.)</i>			
REQUESTED BY		TITLE	
EMAIL ADDRESS		TELEPHONE	
POSITION REPORTS TO			
CASUAL POSITION TITLE		CASUAL POSITION RANKING	
POSITION DUTIES	<input type="checkbox"/> Full Job description attached if classified position		<input type="checkbox"/> Lifting will be required
COMPUTER SKILLS		BEGINNER	INTERMEDIATE
	WORD		
	EXCEL		
	POWERPOINT		
OTHER SKILLS	ACCESS		
		BEGINNER	INTERMEDIATE
	Outlook		
	FIS		
	HRIS		
CLASSIFICATION	ROSI		
	OTHER		
	<input type="checkbox"/> Replacement <u>OR</u> <input type="checkbox"/> Overflow	<input type="checkbox"/> Union <u>OR</u>	<input type="checkbox"/> Non-Union
START DATE		END DATE	
DAYS OF WORK		HOURS OF WORK	
AMS ACCESS	<input type="checkbox"/> Yes <input type="checkbox"/> No	TCARD	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> I wish to review resumes of UTemp candidates before placement		<input type="checkbox"/> I wish to interview UTemp candidates before placement	
NOTES			
Have you used UTemp before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not, how did you hear about us?	