



SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA
Request for Temporary Contract Services
Work Order

A. Request Type [] Initial Request [] Extension Request Request Date: _____

Location: [] Ventura (HOJ) [] Simi Valley [] Oxnard (JC) [] Oxnard (SHC) [] Ventura (Ralston Warehouse) [] Other

Reason for Assignment: [] Filling LOA [] Special Project [] Vacation [] Vacancy [] Other

Department: _____ Requested By: _____ Phone #: _____

Assignment Description / Required Skills / Preferred Skills:

Anticipated Start Date: _____ End Date: _____ Total # Days: _____

[X] Report To: All temporary employees are to report to the Court's HR Department, 1000 Hill Rd., Ste. 300, Ventura 93003, to complete Contractor new hire paperwork.

[X] Requirement: Prior to Candidate's Placement, the following must be received and/or completed: Resume, Interview, Salary Rate, Certificates/Licenses, Background Check (Criminal/Civil), and appropriate Mark-up rate, Billing Rate

B. Required Approvals

Department Manager (Print Name) Signature Phone # / Date

Department DEO (Print Name) Signature Date

Pat Patterson HR DEO (Print Name) Signature Date

JR Wilson Finance & Planning (Print Name) Signature Date

Funding source: _____

C. Disposition Date Received: _____

Job Title: _____ Billing Rate: \$ _____

Temporary Help Name: _____ Arrival Call: _____ Pay Rate: \$ _____

Start Date: _____ End Date: _____ Work Order #: _____

Coordinator Name: _____ Date: _____ Fax Date: (Sent/Rec'd) _____