



## Vendor Request for Temporary Staffing Form

**Instructions:** The Hiring Manager is required to provide the information below to request temporary staffing services and send the form to the Vendor for processing. Vendor contact and selection information is at the end of the form. Please provide as much information as possible to ensure a successful match is achieved so that the vendor can provide the talent and skills you need for your position and institution.

Supervisor/Hiring Manager's Name	
Supervisor/Hiring Manager's Telephone Number	
Supervisor/Hiring Manager's Email Address	
Number of staffing positions needed	
Position Title of Vacancy (Use position listing. If position not listed, provide key responsibilities and qualifications to vendor)	
Position Pay Rate (vendor will provide)	
Name of Candidate (if applicable)	
Start Date	
End Date	
Duration of Assignment	
Is Overtime Required?	Yes No
Work Hours Required/Daily Schedule/ hours per week	
Is this a full-time or part-time position?	
How much time is allowed for breaks and/or lunch?	
Is there a Dress Code (Business Professional/Business Casual/Casual) or Uniform requirements?	Yes No
Assignment Location (campus, building & room)	
Parking Requirements: (HM to contact MC Transportation for rate)	Weekly rate:
Will the Temp be required to Drive as part of their Job Duties?	Yes No
Vendor will be responsible for conducting appropriate references and background check(s)	Yes
Time Card Approver Information (Name, phone number and email)	



## Vendor Contact Information

<b>CMT Services</b>  Tanisha Lewis Human Resources Manager  O: 301.322.7860 M: 240.377.7647  tlewis@cmtservicesinc.com	<b>22nd Century Technologies, Inc.</b>  Vipin Kumar Account Manager  O: 732.305.4531 Ext 299 M: 703. 936.0194  vipink@tscti.com	<b>1st Choice</b>  Brittany Murdaugh Senior Business Development Manager  D: 240.331.5504 O: 301.563.6404  bmurdaugh@1stchoicegov.com
<b>Becon Hill Solutions Group, LLC</b>  Kristen Freeman Johnson Senior Regional Director  O: 202.315.5459 M: 757.580.3338  kjohnson@bhsg.com	<b>Sparks Group</b>  Andrew Briscoe Business Development Manager  O: 202-350-3461 M: 301-395-1557 F: 202-463-0157  abriscoe@sparksgroupinc.com	

Hiring Manager Notes: