



## 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

Primary Vendor	Secondary Vendor	Tertiary Vendor
<b>CMT</b> Tanisha Lewis Human Resources Manager 1827 Brightseat Road, Hyattsville, MD 20785 Office: 301.322.7860 Ext.500   Fax: 301.322.7862 www.cmtservicesinc.com	<b>22nd Century</b> Sandeep Singh Business Head – Operations & Client Relations 8251 Greensboro Drive, Suite 900 Mclean, Virginia 22012 O: 703-286-7655 F: 703-436- 2147  C: 914-433-8200 Email: sandeeps@tscti.com www.tscti.com	<b>1st Choice</b> Zinfindale Smith Manager of Account Services 8121 Georgia Avenue Suite 700 Silver Spring, Maryland 20910

Hiring Manager Notes: