

# Temporary Help Pool Request Form

<b>Position Title</b> (leave blank, if unknown):	
<b>Desired Salary:</b>	
<b>Department:</b>	
<b>Contact Person</b> (Please include phone number):	
<b>Responsible Account Number:</b>	
<b>Work Location:</b>	
<b>Desired Start Date:</b>	
<b>Length of Assignment:</b>	
<b>Work Schedule:</b>	
<p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>• Please allow THP staff <i>at least</i> one week to identify temporary candidates. Some skill-specific positions may require longer recruiting time.</li> <li>• <i>Temporary Help Pool Employees have limited IRIS access and do not have access to certain IRIS functions including Travel.</i></li> <li>• <i>It may take <b>up to one week</b> for new Temporary Help Pool employees to gain computer/e-mail access. Please reference the <b>Temporary Help Pool Employee Procedures</b> for more information.</i></li> <li>• <i>Effective January 1, 2011, <b>all THP employees must undergo a pre-employment background screening.</b> Please be aware that it may take several days for the results to be returned. An offer of employment cannot be extended until the background check is returned.</i></li> </ul> <div style="border: 1px solid orange; padding: 10px; margin-top: 20px; text-align: center;"> <p>Please return this form to:</p> <p><b>HR Main THP Email Account</b>  <a href="mailto:thp@utk.edu" style="color: blue; text-decoration: underline;">thp@utk.edu</a>              (865) 974-6642 - Phone              (865) 974-0659 - Fax</p> </div>	<p><b>Please list all minimum education requirements, special skills, job duties, etc. as well as a brief description of the position below:</b></p>          <p><b><i>There is a 10% administrative fee for using the Temporary Help Pool. These charges are applied to the temp's hourly wage and will be billed to your department via an internal transfer at the end of each pay period.</i></b></p>