



### Request For Temporary Services

Department: \_\_\_\_\_

Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

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JOB DESCRIPTION

DOLLAR ENCUMBRANCE

Title: \_\_\_\_\_

Total Hours per Week: \_\_\_\_\_

Duties: \_\_\_\_\_

Duration \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_

Suggested Hourly Rate: \_\_\_\_\_

Dollar Encumbrance: \$\_\_\_\_\_

Required Skills: \_\_\_\_\_

\_\_\_\_\_

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CANDIDATE INFORMATION

Name: \_\_\_\_\_

Social Security#: \_\_\_\_\_

Status of Candidate:

Actively Enrolled Student at Old Westbury for \_\_\_\_\_ # of Credits

\_\_\_\_\_  
Signature (Department Head/Convener)

\_\_\_\_\_  
Date

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AUTHORIZATIONS

**1. Vice President:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**2. Financial Aid:**

- Eligible for CWS
- CWS Student Available
- I-9 Complete

- Not Eligible for CWS
- No CWS Available
- I-9 Not Complete

Comments: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**3. Fiscal/Budget Approval:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*\*All new student applicants must complete and submit the I-9 Form to Human Resources.*