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| City of Tulsa- Temporary Work Order Form  Manpower (Office and Tech/ admin. and Tech)-  Email: [tulsa.ok-south@manpower.com](mailto:tulsa.ok-south@manpower.com)  Green Country (labor and Trade)-  Email: [cityjobs@greencountrystaffing.com](mailto:cityjobs@greencountrystaffing.com) | | | | | | | | | | | |  |
|  | | | | | | | | | | | | |
| JOB TITLE: | | |  | |  | |  | | | | |  |
|  | | |  | |  | |  | | | | |  |
| Name of Supervisor: | | |  | |  | | Class Code Number: | | | | |  |
|  | | |  | |  | |  | | | | |  |
| Department: | | |  | |  | | Pay Grade: | | | | |  |
|  | | |  | |  | |  | | | | |  |
| Work Order Date: | | |  | |  | | Hourly Temp Base Pay Rate: | | | | |  |
|  | | |  | |  | |  | | | | |  |
| Time: | | |  | |  | | Vacant Position Number: | | | | |  |
|  | | |  | |  | |  | | | | |  |
| Phone Number: | | |  | |  | | Location of Assignment: | | | | |  |
|  | | |  | |  | |  | | | | |  |
| Email Address: | | |  | |  | | Needed Start Date: | | | | |  |
|  | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | Approximate Length of Assignment: | |  |  | |  | | Work Hours and Number of Hours per Week: | | |  | |
|  | | | | | | | | | | | | |
| JOB DESCRIPTION | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | |
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|  | | | | | | | | | | | | |
| Qualifications and Education Requirements Preferred Skills | | | | | | | | | | | | |
|  | |  | |  | | |  | |  | | | |
|  | | | | | | | | | | | | |
| Additional Notes | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
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|  | | | | | | | | | | | | |
| Name of person filling out form: | | |  |  | | | Phone Number: | | |  | | |
|  | | |  |  | | |  | | |  | | |
| Approved by: | | |  |  | | | Date: | | |  | | |
|  | | |  |  | | |  | | |  | | |
| Last updated by: | | |  |  | | | Invoice Address: | | |  | | |