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| City of Tulsa- Temporary Work Order FormManpower (Office and Tech/ admin. and Tech)-Email: tulsa.ok-south@manpower.comGreen Country (labor and Trade)- Email: 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 |
|  |
|  |  |
|  |
|  |
| Qualifications and Education Requirements Preferred Skills |
|  |  |  |  |  |
|  |
| Additional Notes |
|  |
|  |  |
|  |
| Name of person filling out form: |  |  | Phone Number: |  |
|  |  |  |  |  |
| Approved by: |  |  | Date: |  |
|  |  |  |  |  |
| Last updated by: |  |  | Invoice Address: |  |