

# Temporary Assignment Application

*If you are interested in being considered for opportunities to gain experience in other positions, please complete the following and return to: **Human Resources**.  
These opportunities will be no more than half-day increments.*

**Employee:** Please complete and provide to your supervisor for comment.

Name \_\_\_\_\_ Current Job Title \_\_\_\_\_

Type of work you are interested in:

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Please list in the space below any experience or qualifications you have which you believe to be relevant. Please be specific with regard to computer knowledge.

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**Supervisor:** Please comment on the employee's performance regarding the following and return to **Human Resources**.

Is this person meeting expectations in their current position?:

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Are you willing to release this person for up to one-half day increments for possibly several weeks?:

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If not, what will work for you?: \_\_\_\_\_ hrs/day # of weeks

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Signature \_\_\_\_\_ Date \_\_\_\_\_  
supervisor signature

**To be completed by Human Resources:**

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

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