

BENNINGTON COLLEGE

Request for Temporary Worker

Please complete the following information and email / send to Human Resources. Questions should be directed to hroffice@bennington.edu or contact Human Resources at extension 4423. Please allow a minimum of one week to process the request.

Today's Date: _____

Department: _____

Start Date: _____ End Date: _____

Work Schedule/Hours Needed: _____

Supervisor Name: _____

Background Check Required? *Human Resources to determine*

Reason for coverage: _____

Job Description: _____

Software Experience Required (*Please circle those applicable*): N/A
Word Excel Access Outlook PowerPoint
Other Software: _____

Special Requirements:
(if applicable) _____

