INTERN ☐
STUDENT WORK STUDY ☐
SUBSTITUTE ☐
SHORT-TERM ☐
RETIRED ANNUITANT ☐

Tulare County Office of Education

Tim A. Hire, County Superintendent of Schools

CLASSIFIED ☐
CERTIFICATED ☐

DATE OF REQUEST

TEMPORARY ASSIGNMENT REQUEST FORM

POSITION TITLE:

ASSIGNMENT DESCRIPTION:

NAME:

MAILING ADDRESS:

PHONE: EMAIL:

EFFECTIVE DATES: THROUGH

RANGE / BAND: HOURLY RATE NOT TO EXCEED HOURS / DAYS

BILL PROGRAM FOR FINGERPRINT FEES? ☐ YES ☐ NO CREATE E-MAIL ACCOUNT? ☐ YES ☐ NO

HIRING MANAGER: PHONE:

PREPARED BY: PHONE:

BUDGET:

FUND	RESOURCE	PY	GOAL	FUNCTION	OBJECT	SCHOOL	COMP	REPORT	PERCENT
									0%
									0%
									0%

ASSISTANT SUPERINTENDENT DATE

INTERNAL BUSINESS SERVICES DATE

SUPERINTENDENT DATE

ASSISTANT SUPERINTENDENT, HR DATE

HR USE ONLY

CREDENTIALED ONLY - CREDENTIAL CLEARANCE

PROCESSED BY: DATE:

REV: 08/25