

ORDER FORM FOR SHORT TERM, TEMPORARY PERSONNEL SERVICE

When placing a call or faxing to one of the preferred agencies, identify yourself as being from The University of Western Ontario. You will then be transferred to your staffing coordinator who will ask you to provide the following information:

Your Name	_____
Department	_____
Building	_____ Room # _____
Phone #	_____ Ext# _____
UWO Speed Code	_____ Start date _____
Hours of Work	_____ To _____
Duration (#weeks, #days)	_____
Skill requirements – Profile Type (A,B,C or D)	_____
Position	_____
Person the applicant will report to	_____
Brief description of duties/responsibilities	_____ _____ _____
Dress code:	Professional Business Casual Casual
Billing Information:	The University of Western Ontario Accounts Payable Department Room 280 Stevenson-Lawson Bldg London, ON N6A 5B8
<i>for your records, a copy of each invoice will be sent under separate cover</i>	