

**DIOCESE OF WILMINGTON  
CATHOLIC CHARITIES  
TEMPORARY HELP REQUISITION FORM**

Division: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Reason for Request: \_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_

Location of Temporary Position: \_\_\_\_\_

Level of Confidentiality: High \_\_\_\_ Medium \_\_\_\_ None Involved \_\_\_\_

Provide the following for use in obtaining temp.

Skills Required: \_\_\_\_\_

Experience Required: \_\_\_\_\_

Equipment/Software Familiarity Required: \_\_\_\_\_

Dates Needed: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Hours Needed: From \_\_\_\_\_ To \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_ Per Hour \$ \_\_\_\_\_ Per Week

Has this request been budgeted for the current fiscal year? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Regional Director Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Executive Director Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Human Resource Director Signature \_\_\_\_\_ Date

For Human Resources Use:

Date Received: \_\_\_\_\_ Hiring Source: \_\_\_\_\_

Temporary's Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Hourly Rate: \$ \_\_\_\_\_