



**Trades & Light Industrial Temporary Request Form – Contract Labor**

*Individuals who are hired through the temporary agency as per contract with the State of Kansas are employees of the agency.*

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

Classification Desired: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_  
Dept. Location: \_\_\_\_\_ Ext. \_\_\_\_\_ Box: \_\_\_\_\_ Work Hours \_\_\_\_\_  
Date Needed: \_\_\_\_\_ Length of Assignment: \_\_\_\_\_ Hrs per week: \_\_\_\_\_

**SKILLS REQUESTED**

*(Note: Level of skills requested will determine classification and salary of position)*

**Equipment:**

\_\_\_\_ Jack Hammer                      \_\_\_\_ Backhoe                      \_\_\_\_ Voltmeter  
\_\_\_\_ Industrial Forklift              \_\_\_\_ Oscilloscope              \_\_\_\_ Ohmmeter  
\_\_\_\_ Industrial Truck w/bucket (boom platform or other lifting device)  
\_\_\_\_ Computer                      Other \_\_\_\_\_

**Skills and other requirements:**

\_\_\_\_ Plumbing                      \_\_\_\_ Machinist                      \_\_\_\_ Valid KS Driver's License  
\_\_\_\_ Electrical                      \_\_\_\_ Masonry                      \_\_\_\_ Lifting \_\_\_\_\_  
\_\_\_\_ HVAC                      Painting                      Inventory                      Carpentry  
\_\_\_\_ Sheet Metal                      Shipping/receiving