



SANTA FE COLLEGE – TEMPFORCE JOB ORDER/APPLICANT REFERRAL FORM

Please email or fax this form to Jamie Sweigard at TempForce at jsweigard@tempforce.net or fax # (352) 371-2573 – Attn: Jamie Sweigard to begin the staffing process.

Order Date: _____

Department Name: _____ Department Number: _____

Order Contact Name: _____ Phone # _____

Order Contact Email: _____ Fax # _____

Supervisor Name: _____ Phone # _____

Supervisor Email: _____ Fax # _____

Timesheet Approver Name: _____ Phone # _____

Timesheet Approver Email: _____ Fax # _____

Position Title: _____ Hourly Pay Rate: _____

Weekly Hours/Schedule: _____

Start Date: _____ End Date: _____ Purchase Order: _____

Campus/Worksite Location: _____

Detailed Job Description (Please note if you will be attaching the job description separately): _____

Physical Requirements (i.e. lifting, tools/equipment, long periods of standing, etc.): _____

PPE Required – If so, What PPE is required? (i.e. hard hats, gloves, goggles, etc.) _____

Referred Applicant Information

Name: _____ Phone # _____

Applicant has been advised to contact TempForce to schedule an appointment: Yes No

SF Department has verified that applicant is eligible to be on SF property and is not listed on the Trespass Gallery: Yes No
(SF Trespass Gallery may be located at: http://www.sfcollege.edu/pd/?section=trespass_gallery)

SF Supervisor Signature _____ Print Name _____ Date _____

THIS SECTION TO BE COMPLETED BY TEMPFORCE:

- Applicant does not meet TempForce hiring criteria
- Applicant has completed the required application and hiring process and is eligible to begin work as of (Date) _____

If you have any questions, please contact our office at (352) 378-2300 or email to jsweigard@tempforce.net. Thank you!