This Form was created in Word using VF Creator.

Created: 12/01/2018 by the VF Creator team.

VF Creator turns documents created in Word into online forms.

You can view/edit eForm features, after installing the VF Creator add-in. A new VF Creator ribbon will be available which allows you to create/edit eForms.



Please visit [VictoriaForms.com](http://www.formpony.com/)/VF-Creator/ to start creating online forms in Word.

**TEMPORARY AGENCY STAFF REQUEST FORM**

Please complete all applicable sections.

|  |  |
| --- | --- |
| **Your Information** | |
| Title |  |
| Full Name |  |
| Department |  |
| Telephone number |  |
| Email Address |  |
| **Assignment Details** | |
| Start date |  |
| End date |  |
| Hours of work |  |
| Essential skills required: | |
|  | |
| Work to be undertaken: | |
|  | |
| Reason for agency worker being employed: | |
|  | |
| Name of post and staff member the agency worker will be covering  (If applicable) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| Your request for a temporary agency staff will be subject to review and approval by Human Resources. | | | |
| Name |  | | |
| Signature |  | Date |  |