



Queens College, Office of Human Resources

Request for Services of Tutors/Readers

July 1, _____ - June 30, _____

Division _____ No. _____

Department _____ No. _____

**For Human
Resources
Use Only**

Name	Describe Duties Briefly	Period of Appt. (From - To)	Hours to Be Worked/Week	Hours for Fiscal Year	New Appt. (A) or Reapt. (R.)	Budget Line	Rate
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

All candidates for employment must be processed in the Office of Human Resources prior to employment.

Signature _____
Department Chair (Authorized Signature ONLY)

Date _____

Signature _____
Dean

Date _____