ATAP STAFFING SOLUTIONS

Wisconsin and Alabama

Staffing Request

Complete one request for each role and worksite.

Facility name and license or setting type

Worksite address, city and state

Contact name, work phone and email

Role requested and number of workers needed

Shift date(s), start and end times, and recurring schedule

Assigned duties, required credentials and orientation

On-site supervisor and shift contact number

Child care only: classroom age group and ratio coverage needed

Additional notes or special instructions

Requested by and date