

**ATTENTION:
HUMAN RESOURCES**

ADMINISTRATIVE OFFICES KELSEY CAMPUS PALLISER CAMPUS WASCANA CAMPUS WOODLAND CAMPUS

FISCAL YEAR: _____

PLEASE REMOVE MY NAME FROM THE CASUAL EMPLOYMENT RECALL LIST FOR THE BELOW STATED POSITION.

POSITION TITLE

PROGRAM AREA, DIVISION, OR DEPARTMENT

I WISH TO REMAIN ON THE CASUAL EMPLOYMENT RECALL LIST FOR THE BELOW STATED POSITION.

POSITION TITLE

PROGRAM AREA, DIVISION, OR DEPARTMENT

AVAILABILITY:

	MORNING	AFTERNOON	EVENING
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			

COMMENTS:

CONTACT INFORMATION:

NAME:

WORK PHONE:

HOME PHONE:

EMAIL:

MAILING ADDRESS:

IF THERE ARE ANY FUTURE CHANGES IN YOUR AVAILABILITY OR CONTACT INFORMATION, PLEASE PROVIDE HUMAN RESOURCES WITH A NEW STATUS UPDATE FORM.

EMPLOYEE SIGNATURE

DATE