

## Official Request for an Additional Job Assignment

I \_\_\_\_\_ am aware that my job assignment at \_\_\_\_\_ has ended. I acknowledge and understand that all staff are required to affirmatively request an additional job assignment within five (5) days of completing or ending a job assignment. I understand that failure to affirmatively request an additional job assignment, or refusing an additional suitable job assignment, will be considered a voluntary resignation from Worldwide Travel Staffing and potential unemployment benefits may be affected.

I am officially requesting to be informed of additional job assignments with Worldwide Travel Staffing.

- I am available to resume working on \_\_\_\_\_.
- Are you available to work any assigned shift? Yes / No.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Once you have submitted this form, you will be contacted by a recruiter.**