Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR | JAMES ZEHRINGER, DIRECTOR

Office of Human Resources – Personal Services/Volunteer Personnel Data Sheet

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Division/Office: _____ District: _____

Unit-Area: _____ County: _____

Birth Month/Day: _____

Name and Telephone Number of Person to Notify in Case of Emergency: _____

_____

Effective Date: _____

Ending Date: _____

Appointment Type:

- ☐ Personal Services Contract
- ☐ VIP
- ☐ Volunteer
- ☐ Unpaid Intern
- ☐ CETA
- ☐ Other _____

Liability:

Drive State Vehicle Yes ☐ No ☐

Operate Equipment Yes ☐ No ☐

Eligible Workers Comp Yes ☐ No ☐

Hours Contracted:

Weekly _____

Monthly _____

Yearly _____

Job title and Brief Description of Duties: (or attach position description) _____

_____

_____

_____

_____

_____

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_____

_____

_____

_____

For Personal Services Only:

Date Submitted: _____ Date Approved: _____

Director's Signature: _____