

# Single Resource Casual Hire Information Form

## HIRING UNIT INFORMATION

Office Name: \_\_\_\_\_ Unit ID: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Example: ID-BOF  
Hiring Official Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Print

## CASUAL INFORMATION

Casual's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Print

## POSITION INFORMATION

Job Title: \_\_\_\_\_ AD Class: \_\_\_\_\_ AD Rate: \$ \_\_\_\_\_  
Incident Order #: \_\_\_\_\_ Accounting Code: \_\_\_\_\_ Request #: \_\_\_\_\_  
Example: ID-BOF-0423

**Hiring of emergency personnel may be made according to the provisions of the Pay Plan for Emergency Workers when any of the following exists:**

- 1. To fight a going fire.
- 2. Unusually dry period or fire danger is high to extreme.
- 3. To provide support to ongoing incident.
- 4. To place firefighter on standby for expected dispatch.
- 5. Temporarily replace members of fire suppression crews or fire management personnel who are on fires.
- 6. To attend fire suppression training.  Trainee OR  Refresher AND Course Title: \_\_\_\_\_
- 7. To instruct fire suppression training when all other methods of hiring and contracting instructors have been exhausted.
- 8. To cope with floods, storms or any other emergency.
- 9. To carry out emergency fire rehabilitation work when there is an immediate danger of loss of life or property.
- 10. Transition period following a natural emergency (not to exceed 90 days).
- 11. Hazardous Fuel Reduction NTE 300 hours per calendar year (DOI agencies only)

## TRAVEL/TRANSPORTATION

Casual is entitled to transportation to and from the incident:  No  Yes

Transportation method:

- Airline
- POV (Mileage reimbursement authorized)
- Rental vehicle (Must be on resource order. Rental provided by:  Casual or  Government)
- Other (list, such as bus, gov't vehicle, EERA): \_\_\_\_\_

### Check One:

- Casual to be subsisted by government. Hiring unit will reimburse approved incidental expenses at actual cost; receipts required.
- Casual will not be subsisted; travel authorization has been issued. Hiring unit to reimburse lodging, meals, and incidental expenses at standard per diem rate. Indicate TA #: [ \_\_\_\_\_ ]

## EMPLOYMENT FORMS

### Completed by:

- Hiring Official:  I-9, Employment Eligibility Verification  
 OF-288, Emergency Firefighter Time Report (Complete Top section, Column A 1-8 and travel start time)  
 Direct Deposit form (if applicable) Provide to Casual  
 State/federal government-issued Picture ID verified and in Casual's possession (required for all positions)  
 Incident qualification card (if required for position) verified and in Casual's possession  
 State-required certification verified, if required for position (e.g., CDL, driver's license)
- Casual:  Federal W-4  State W-4  W-5, if applicable  
 Incident Behavior Form signed

\_\_\_\_\_  
Casual Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hiring Official Signature (Required)

\_\_\_\_\_  
Date

**Distribution: Original attached to original OF-288; Copy retained by Hiring Unit; Copy retained with incident records**  
Return original of this form and original OF-288 to the hiring unit.