



Timothy M. Keller, Mayor

CITY OF ALBUQUERQUE

Cultural Services Department

Temporary Employee / Volunteer Background Request Form

Date: _____

Temporary Employee (RivenRock) Volunteer

Name: _____ (Please Print)

Email Address: _____

Location: _____

Supervisor: _____ Contact #: _____

Requestor: _____ Contact #: _____

City Operating Permit (COP) Request (This request will be processed pending Background status)

Will this employee drive a City Vehicle? Yes No

Will this employee conduct City business utilizing their personal vehicle? Yes No

COP Request Form attached Copy of Valid DL

Cultural Services HR Section ONLY

Background Processed: Date: _____

Completed Date: _____ Pass Fail

Central HR Approval? Yes No Date: _____

DDC Schedule Date: _____

Comments:

