

Please complete this form in its entirety so that we may find the most suitable candidate.

EMPLOYER INFORMATION

Company Name _____ Type of Business _____
 Address _____ Suite _____
 City _____ State _____ Zip Code _____
 Phone # _____ Alternate # _____ Fax # _____
 Email Address _____
 Jobsite Location (If different from above. Staffing Co. please provide zip code of location) _____
 Contact Name and Title _____
 Federal Tax ID # _____ Federal Contractor? Yes No

JOB ORDER DETAILS

Title of Position to be Filled _____ Number of Openings _____
Education Required None High School/GED Voc. Degree Tech Degree
 Assoc. Degree Bachelors Degree Masters Degree Doctorate
 Type of Degree/Certification _____
 Months of Experience Required _____ Type of Exp. Required _____
 Knowledge, Skills and Abilities Required _____

Type of Driver License Required None E CDL Class A B C Maximum Points on MVR _____
 Special License or Endorsements Required _____
 Do You Require Applicants to Pass: A Background Check? Yes No Drug Screen? Yes No
 Pay Range: from _____ to _____ per Hour Day Week Month Year
 If Pay is Commission or Base + Commission, Please Provide the Pay Details and the Anticipated First Year Pay.

Position is Full Time Part Time — Hours/week _____ Temporary — How long? _____
Description of Job Duties and Responsibilities (attach your company's descriptions if available)

Work Days Sun Mon Tues Wed Thurs Fri Sat
 Work Hours (Please indicate AM or PM) from _____ to _____ Comments _____
 Benefits Offered Health Dental Vision Retirement Child Care None

REFERRAL INSTRUCTIONS

Check as Many as Apply: Submit Resumé via Mail Fax Email
 Call to Schedule Interview Apply in Person Apply Online at www. _____
 Referral Comments _____
 Checking this Box Indicates that I am an Equal Opportunity Employer.