



Job Order Form

Date: _____

Business Information

Company: _____ Email: _____

Contact person: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone Number: () _____ - _____ Fax Number: () _____ - _____

Job Description

Job title: _____ Number of job openings: _____

Number of Applicants to be referred: _____

Description: _____

Schedule

Duration of Job: Hours per week: _____ Part Time Full Time

Salary/Benefits

Salary Range: _____

Benefits: yes no Permanent Temporary

Job Requirements

Experience: Entry level 1yr. 3yrs. or more

Education: High School College Certification _____

Special qualifications / Licenses: _____