

JOB ORDER REQUIREMENTS

1. Date: _____
2. Company Name: _____
3. Position: _____
4. Contact Person: _____
5. E-Mail Address: _____
6. Mailing Address: _____ Zip Code: _____
7. Physical Address: _____
8. Telephone: _____ Fax: _____
9. Type of Industry: _____
10. Job Duties / Description (Begin with most Important):

11. Machines Used (Indicate Speed for Office Machines:

12. Qualifications (Begin with most Important):

13. Test Required, If Any: _____
14. Drug Screen: Yes No
15. Educational Requirements: _____
16. Work Hours/Work Days (shift/hours & number days per week): _____
17. Pay (dollar amount by hour/week/month or year) \$ _____
18. Number of Openings: _____
19. How to Apply:
20. Any Special Instructions:

Job Is: Full-Time Part-time Permanent Temporary/Seasonal