

TEMPORARY/PERMANENT JOB ORDER REQUEST FORM

Type of Position: Part-time Full-time
Type of Placement: Temporary Permanent Temporary-to-Permanent

Working Hours: _____ am to _____ pm

Start and end date of assignment: From _____ To _____

Type of attire: Professional Casual

Position Title: _____ Department Name: _____

Hourly Rate Willing to Pay: \$ _____/hr

DUTIES:

In a paragraph, give a broad overview/summary of the duties of this position:

PREFERRED QUALIFICATIONS:

PREFERRED SKILLS: MS Word WordPerfect Excel Data Entry
 Other _____

Suggested Minimum Educational Level & Years of Relevant Experience: _____

Selection Process:

_____ Please send a qualified temp on the requested start date.

_____ I would like to conduct an interview with the candidate (permanent placement only).

Suggested typing speed: _____

COMPANY INFORMATION:

Primary contact person (please print): _____

Company: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Date: _____ **Signature:** _____

HR USE ONLY:

Temp placed: _____

Date of placement: _____