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# Job Order

T T-H D

Staffing Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Company/Client: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Alt. Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_

Salary: \_\_\_\_\_ Length of Assignment: \_\_\_\_\_

Fee: \_\_\_\_\_ Guarantee: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benefits: \_\_\_\_\_

Hours: \_\_\_\_\_ Dress Code: \_\_\_\_\_ Pace: \_\_\_\_\_

Requirements: Education: \_\_\_\_\_ Experience: \_\_\_\_\_

Skills: \_\_\_\_\_  
\_\_\_\_\_

## Candidates:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_