

JOB ORDER FORM

Date:		Best time to contact between:				
Contact Name:						
Company Name:						
Company Address:			Website:			
City:			Postal Code			
Closest Intersection:						
Tel:			Email:			
General Description of Duties and Skills / Training Needed						
Position is:	Full-Time <input type="checkbox"/>	Part-Time: <input type="checkbox"/>	Temporary: <input type="checkbox"/>			
Hours of Employment:						
Date Required:						
Pay Rate/Hour:	\$16 <input type="checkbox"/>	\$17 <input type="checkbox"/>	\$18 <input type="checkbox"/>	\$19 <input type="checkbox"/>	\$20 <input type="checkbox"/>	\$21+ <input type="checkbox"/>
Additional Comments:						
Send Resumes	By Email <input type="checkbox"/>	In Person <input type="checkbox"/>	By Fax <input type="checkbox"/>			
Send Student Directly?			YES	NO		
Send Fax or Student to Above Contact?	YES	NO	Name:			
			Title:			