

GENERAL INFORMATION: Name of Company:

Contact:

Contact:

Address:

City: State: Zip Code

Billing Address (*if different*):

Phone Number: Ext.

Fax:

Email Address:

Website:

How did you hear about us?

POSITION:

Title: # of Positions: Length: Temp / Temp to Hire / Direct Hire

Why is the position open? How long has it been open?

When will this position being open begin to cause you problems?

Who is doing the job currently? How have you recruited for it? (Ads, Internal Postings, etc.)

Are you currently working with other agencies? Yes / No *If yes, who?*

JOB DESCRIPTION:

What will the candidate be required to do while on the job?

Duties/Responsibilities:

Primary Functions/Tasks the employee **MUST** perform:

OFFICE FUNCTIONS: - Software: Excel Word Lotus QuickBooks Peachtree Access PowerPoint

Other Software Requirements:

Working Culture: Fast Paced/Energetic Laid Back/Methodical Multi-Project Oriented

Single Task Oriented High Profile Other:

EXPERIENCE: Years?

Education: High School Diploma GED 2 year Degree 4 year Degree

BACKGROUND SCREENING:

Drug Tests Criminal (Local State National) MVR Physicals Credit Check Other:

SELECTION PROCESS: Send candidate without interview? YES NO Report to

Interview Process: Best way to get resume to client: Email Fax Other:

Who to email/fax resume to:

Who will conduct interviews?

1st Round Contact:

2nd Round Contact:

Directions for Interview: (Building/Side Entrance/Parking)

COMPENSATION: Hourly Salary

If there is a pay range, please define: Low End Qualifications:

Medium Qualifications:

High End Qualifications:

Any bonus structure? Attendance Safety Production Performance Other:

Benefits: Medical Dental Vision Disability 401k 401k Match % Prescription Plan Life Insurance ESOP Vacation
Holiday (#) Sick Leave-Paid Parking Paid Travel Other:
Probationary Period: (days) Pay Raises/Bonus structure after probationary period? Yes No
Advancement Opportunities? Yes No Notes:

WORK SCHEDULE: Start Date of Assignment Days:
Start Time: End Time: Overtime: Yes No Mandatory: Yes No Breaks: Paid Yes No
Smoking permitted on premises? Yes No Lunch facility on site? Yes No Bring lunch? Yes No Go out for lunch? Yes No
Dress Requirements:

WORKING CONDITIONS: Personal Protection Required? Yes No

Provided by Applicant:

Provided by Company:

Environment (Check if Applicable) Inside Outside Hazards Cold Hot Wet Humid Noisy Vibrations Fumes
Dust Other:

Lifting Requirements (Maximum weight that the candidate will need to lift): pounds

PHYSICAL DEMANDS: (Typical Work Day) Never (N) Occasionally 1-33% (O) Frequently 34-66% (F) Always 67-100% (A)

Walking Standing (Surface): Kneeling Crouching Crawling Bending Sitting Reaching Climbing

(Ht.): Ft. Pushing lbs. Pulling lbs

Repetitive Actions: Feet Hands How? Other:

REQUIRED INFORMATION:

Will they be operating any type of machinery / tools / equipment / work aides? Yes No

If yes, what types? Is training provided? Yes No

Will they be operating: Forklift Crane (if so, which type? Overhead, Pendant Controlled, Other?):

Company Vehicle

Other:

If yes, does the client provide training?

If NO, we are not able to fill this position unless the candidate is tested at their facility prior to starting!

Chemical Exposures/Hazards? Yes No If yes, type(s):

Potential Side Effects:

Will the client review the MSDA sheets/Hazard Communications Program with the employee? Yes No

What safety precautions are taken to prevent an accident?