



## JOB ORDER FORM

Date

Company Name

Contact Name

Address

City

State

Zip

Business Phone

Fax

Email

### Job Description

Job Title

Number of Employees Needed

Annual Salary/Hourly Wage

Work Hours/Days

### Schedule

Full-Time

Part-Time

Temporary

Night Shift

Weekends Only

### Benefits

Vacation

Health

Sick Days

Leave

Other

\*Please provide as much detail as possible about the position:

### Job Skill Requirements

\*Please indicate the level of experience and specific job skills needed for the position:

### Language Skills

Language N/A

Proficiency N/A

Language NA

Proficiency N/A

Nearest Transportation

\*\*Background Check Required (please check one)

YES

NO

Please use a separate form for each job opening and return by fax to **718.963.1905**. If you would like to discuss the position in more detail, call **Leah Archibald** at **718.388.7287 x 168**.