

Date Received: _____



Professional Employment Recruitment Center

JOB ORDER FORM

Please use a separate form for each job opening and return by fax to 718-965-4906. If you have any questions or would like to discuss the position in more detail, call Ericka Tapia at 718-965-3100 Ext. 109.

Company: _____ Name and Title: _____

Address: _____ City _____ State _____ Zip _____

Business Phone: _____ Fax: _____ Cell: _____ Email: _____

Describe the job by providing the following information.

Job Title: _____

Salary Range: _____ Hourly Schedule: _____ Start Date: _____

Full -Time _____ Part- Time _____ Temporary _____ Permanent _____
Night Shift _____ Weekends Only _____

Benefits:

Vacation _____ Health _____ Other _____
Sick Leave _____ Retirement _____ Profit-sharing _____

Mark any special skills that are desirable.

- Administrative Assistant
- Bookkeeping
- Customer Service
- Payroll
- Security
- Secretary/Receptionist
- Other: _____

- MS Word/WordPerfect
- Quicken/Peachtree
- QuickBooks
- MS PowerPoint

Machine Operator

- Chain stitch
- Lockstitch (Singer)
- Over lock (Merrow)
- Other: _____

Computer

- MS Excel/Lotus

Language skills needed (please indicate level of proficiency: basic, good, or excellent.

	Speak	Write	Read
English	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
Other: _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

Describe other training or other experiences you desire
