

# Contract Staffing Job Order Request Sheet

## A. COMPANY DETAILS

Company Name		Contact Person	
Address		Email	
Phone Number		Date	

## B. POSITION REQUIREMENTS

Position Title		No. of Vacancies	
Department		Reports to	
Location		Work Schedule	
Duration of Contract		Expected Start Date	

## C. JOB DESCRIPTION & QUALIFICATIONS

Job Responsibilities	
Required Qualifications / Skills	
Preferred Qualifications (Optional)	

## D. COMPENSATION & BENEFITS

Salary Range		Other Benefits	
Working Hours		Overtime / Allowance	

## E. ADDITIONAL NOTES

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Requested By Name & Signature: Date:

Approved By Name & Signature: Date: