

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

Requested By Name & Signature: Date:

Approved By Name & Signature: Date: