



JOB ORDER

Company:		Date:	
Contact/Title:		Tel:	
Billing Contact:		Fax:	
Billing/Address:			

Position/Title:		Reports to:	
Department:			
Duties:			
Skills Required:			
Personality/ Disposition:			
Computer Experience:			
Degree Required:			

Office use only:

Type:	Direct Hire	Temp to Hire	Temp	Fee ____%	Mark-up ____%
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Temp	Length of Assignment	Starts	Ends
		Pay \$	Bill \$

Temp/Hire	(Number of Weeks)	Starts	Ends
		Pay \$	Bill \$

Direct Hire	Target Start Date	Salary

Reason for need:	
Hours:	



Benefits: *(indicate all that apply)*

Medical

%

Parking

Education

401K

Bonus

Pension

Vacation

Personal/Sick Time

Holidays

Additional Information:

Thank you for giving JWN Recruitment an opportunity to assist you with your Employment needs!

Email: natalie@jwnrecruit.com

"Connecting Top Talent with Top Companies"