

Appendix 1: Job Order Information Sheet

Company Information	
Name:	
Address:	
HR Contact:	Title:
Phone:	
Supervisor:	Title:
Phone:	Fax:
Job information	
Job Title:	Number of Openings:
Written Description Available? Yes No	
Job Duties:	
Drug Test:	Credit Check:
Yes No	Yes No
Company Paid	Company Paid
Criminal Background Check:	
Yes No	
Company Name:	
Supported Work	Direct Hire
Other:	
Job Requirements	
High School/GED: Yes No	Minimum Age:
Typing WPM: Keystrokes:	Lifting:
Driver's License: Yes No	Car Required: Yes No
Software:	
Other Training or Skills:	
Compensation and Benefits	
Hire Wage: Bill Rate:	Pay Increase:
Bonuses: Shift: Yes No	Performance: Yes No
Paid: Paycheck Weekly Bi-Weekly	Semi-Monthly Monthly
Health Insurance: Yes No	Basic Cost:
When Available:	Individual: \$ Per:
Provider	Parent & Child: \$ Per:
401K: Yes No	When Available
Vaction:	
When Available:	