JOB ORDER REQUISITION FORM

Today's date: ____________________________ Status Update by: ____________________________
Company: ________________________________ Contact name: ____________________________

Email: ___________________ Phone #: ________ Fax #: ________

How many people needed: ______ Start date: ______
Mon □ Tues □ Wed □ Th □ Fri □ Sat □ Sun

Shift: □ 1st □ 2nd □ 3rd Hours: ______ am/pm TO ______ am/pm Lunch □ Yes □ No (paid)

Job Title: ____________________________ WC Class Code: ______

Job Description: ________________
Customer-provided Job Description □ Yes □ No

Job Duties: ____________________________

Requirements/Qualifications: ____________ H.S. diploma required □ Yes □ No

Pay Rate Per Hour: ________________ Pre-employment Drug Screen Required □ Yes □ No

Bill Rate Per Hour: ________________ Length of Assignment: ______ □ Temp □ Temp/Perm □ Direct Hire Cost: ______

Special instructions: ____________________________

Lifting □ Yes ______# □ No ___________ Standing □ Yes ______ how long? □ No ___________ Bending □ Yes ______# □ No

Twisting □ Yes ______ how often? □ No ___________ Repetitive Motion □ Yes □ No ___________ Description: ___________

❖ Ladders/Heights? □ Yes □ No ___________ Feet/Stories

❖ Foundry Work? □ Yes □ No ___________ Type

❖ Driving? □ Yes □ No ___________ Straight Truck/CDL Req.

❖ If yes, please refer job order to supervisor

Follow up date: ______ Follow up date: ______ Was the job filled? □ Yes □ No, why not? ______

Dress code: ______ Safety shoes required □ Yes □ No

Who to report to: ______ Building door to enter: ______ “No Smoking” policy □ Yes □ No

NOTES: ___________

When subcontracting employees of Diversified Personnel Services, I agree to the terms and conditions on the Service Agreement. I also realize that only one work order is needed to initially set up an account with DPS and the wages and rates may change based on the positions being filled for future openings.

DPS Representative/Date ____________________________ Company Representative/Date ____________________________

R:10/05,5/07,7/07, 2/10 aj:df