

PERMANENT ORDER FORM

Date: _____

Position Title: _____

Contact: _____ Phone: _____ Fax: _____

Company: _____

Address: _____ Suite/Floor: _____

City: _____ Postal Code: _____

Intersection: _____

Salary: _____ Review: _____

Benefits: _____ Dental: _____ Extended Health Care: _____ Perks: _____

Regular Hours: _____ Summer Hours: _____

Type of Business: _____

Number of Employees: _____ Owned by or Subsidiary of: _____

Reason position available: _____

Job Description: _____

Work For: _____

Word Processing % _____ Administration % _____

Software Used: _____ Shorthand: _____ Dicta: _____

Atmosphere: _____

Using other Agencies: _____ Ads.: _____

Experience in: _____

Any Temp. orders coming soon?: _____