

Instructions for completing Job Order Detail Form

1. Print out or save Job Order Detail form to your computer.
2. Provide ALL requested information on Job Order Detail form.
3. Fax or e-mail Job Order Detail form to (304) 294-5617 or sstafford@int-res-inc.com
4. If you e-mail a Job Order Detail to us, you will receive a confirmation e-mail.
5. If you fax a Job Order Detail to us, you will receive a confirmation phone call.

Integrated Resources, Inc.
P.O. Box 2 Maben, WV 25870
Temporary Service Position
Job Order Detail
Phone: (304) 294-5610 Fax: (304) 294-5617
ATTN: Sandy Stafford sstafford@int-res-inc.com

DATE: _____

EMPLOYER NAME: _____

PARENT COMPANY: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

NAME OF CONTACT: _____

POSITION: _____

E-MAIL: _____

JOB DETAILS:

JOB TITLE: _____

NUMBER OF OPENINGS: _____ NUMBER OF APPLICANTS REQUESTED _____

JOB SUMMARY: _____

RATE OF PAY: _____ START DATE: _____ SCHEDULE: _____

SPECIAL REQUIREMENTS: _____

DURATION OF JOB: _____ EDUCATION REQUIRED: _____

ADDITIONAL INFORMATION: _____

INTERVIEWS-WHO AND WHEN: _____

SIGNATURE: _____ DATE: _____