



Staffing Services, Inc.

860 BIESTER DRIVE - SUITE 205
BELVIDERE, IL 61008

Telephone: 815-547-7669

Toll Free: 1-800-323-8636

Fax : 815-547-5697

- Client Information -

COMPANY: _____

ADDRESS: _____

CONTACT: _____ PHONE: _____

TYPE OF BUSINESS: _____

TEMP USAGE: _____

SHIFT: _____ SUPERVISOR: _____

SHIFT: _____ SUPERVISOR: _____

SHIFT: _____ SUPERVISOR: _____

SAFETY EQUIPMENT / DRESS CODE: _____

PARKING: _____

ENTRANCE TO BE USED: _____

DRIVING DIRECTIONS: _____

LUNCH / BREAK FACILITIES: REFRIGERATOR _____ VENDING _____

MICROWAVE _____ SMOKING ALLOWED _____

Account Rep. _____ Client No. _____

FAX: _____ E-MAIL _____

IND. TIME SLIPS _____ GROUP TIME SLIPS _____ TIME CLOCK _____

WHO WILL BE RESPONSIBLE FOR FAXING PAYROLL INFORMATION ?

Primary: _____ Backup: _____

Will Checks be Delivered to Company ? _____

LANGUAGE REQUIREMENTS: _____

BASIC SKILLS REQUIRED: _____

SOFTWARE USED: _____

Work Histories: _____ Drug Screen: _____

Background checks: _____ MVR: _____

Annual Usage: Industrial: _____ Clerical: _____

Accounting: _____ Technical Professional: _____

Payroll: _____ Temp Only: _____ Temp to Hire: _____

Direct Hire: _____ Project Work: _____

WORK COMP CODES: _____

Completed by: _____ Date: _____