



Staffing Services, Inc.

860 BIESTER DRIVE - SUITE 205
BELVIDERE, IL 61008

Telephone: 815-547-7669

Toll Free: 1-800-323-8636

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- Job Order Form -

Order Date: _____
Company Name: _____ CO ID (A-Z) _____ M/U _____
Job Title: _____ W/C Code: _____
Job Description: _____

Criminal Background Check Required? Yes [] No [] Drug Screen Required? Yes [] No []

Dress Code: _____

Safety Equip. Required: _____ Safety Equip. Supplied by: _____

Special Instructions: _____

Reporting Date: _____ Hours: _____

Length of Assignment: _____ Pay Rate or Pay Range _____

Report to: _____ Department: _____

Phone Number _____ FAX Number _____

Ordered by: _____

Reporting Address: _____

Billing Address: _____

City: _____ State: _____ Zip Code _____

Attention: _____ Department: _____

[] New Employee / Belvidere - Rockford [] Current Employee / Belvidere - Rockford

Employee Assigned: _____ Rate of Pay: _____

Address: _____

City: _____ State: _____ Zip Code _____

Telephone Number: _____ Start Date: _____

SSN: _____ - _____ - _____ Date of Birth: _____ - _____ - _____

TAX INFORMATION:

[] Single [] Married [] Federal (# of Dependents) _____ [] State (# of Dependents) _____

[] Entered in Computer _____ ID Code: _____