

Gulfstaff LLC

Client Job Order Form

2434 Pass Road, Suite E

Biloxi, MS 39531

Tel (228) 385-8848 / Toll-free (877) 385-8848

Fax (228) 385-8847 / Email info@gulfstaff.com

COMPANY AND ORDER CONTACT INFORMATION

Date: _____

Company Name: _____

Street Address: _____

City, State, ZIP: _____

Mailing Address (if Different): _____

City, State, ZIP: _____

Order Contact Person Name: _____

Contact Department: _____

Contact Person Telephone: (____) _____ ext. ____

Mobile Telephone: (____) _____

Fax: (____) _____

Contact Email Address: _____

I am authorized to make final hiring decisions:

Yes No

If No, please give the Hiring Department and Hiring Contact Person Name and Telephone responsible for making final hiring decisions for your company:

Hiring Department: _____

Hiring Person Contact Name: _____

Hiring Person Telephone: (____) _____ ext. ____

How did you find out about our company?

Ad News Gulfstaff Rep. Job Fair

Referral: _____ Other: _____

Please complete the section below on the position(s) you wish to fill. For additional positions, please attach additional forms (no need to complete top section again).

POSITION NO. 1 INFORMATION

Position to be Filled: _____ No. of Employees Needed For This Position: _____

Anticipated Start Date: _____ Anticipated End Date: _____ or Open/Permanent Hours/Days Per Week _____

Brief Position Description: _____

Please list any special skills, training, licenses, certifications, languages, etc., required for this position: _____

Work or Reporting Location: _____

Proposed Pay For This Position: \$ _____ per Hour Week Month Year Other: _____

Other Information or Comments Concerning This Position: _____

POSITION NO. 2 INFORMATION

Position to be Filled: _____ No. of Employees Needed For This Position: _____

Anticipated Start Date: _____ Anticipated End Date: _____ or Open/Permanent Hours/Days Per Week _____

Brief Position Description: _____

Please list any special skills, training, licenses, certifications, languages, etc., required for this position: _____

Work or Reporting Location: _____

Proposed Pay For This Position: \$ _____ per Hour Week Month Year Other: _____

Other Information or Comments Concerning This Position: _____