



YOUR BRAND. YOUR BUSINESS. OUR STAFF

## RECRUITMENT AND STAFFING SOLUTIONS FORM

PLEASE COMPLETE THE FORM BELOW

### COMPANY INFORMATION

Current Number of Employees	
Company Location	
Position Available	
Job Description	
Number of Shifts	
Shift Hours	
Hourly Rate for Each Position	
Do you provide Liability Insurance	
Do you pay overtime	
Do you require a background check	
Do you require a drug screen	
If so, 5 panel or 10 panel	
Mouth Swab or Urinalysis	
Company Attendance Policy	
Hours for Conversion	
Benefits after Conversion	
Any PPE required	
Dress code required	
Orientation do you conduct it, or is this something you would like for us to provide	

### STRENGTHEN YOUR COMPANY

1. Complete, and return the Recruitment and Staffing Form.
2. Our sales department will contact you to further discuss any staffing needs, or any additional questions we may need answered.
3. We will prepare a proposal based off the information received in 5 business days or less.
4. Once the proposal is accepted and signed, we can then begin the process on our end.
5. An Elite Staffing Consultant will be allocated to assist with any additional staffing needs, questions, etc.