AgileStaffing,Inc
Rising Above The Rest

Industrial Job Order Form

Date Of Order	Order taken by	Called In By	Length of Assignment

Company Name	Phone Number ext.	E-mail Address

Worksite Address (*where employees will be reporting to & performing their work duties):*	Report To Department

Start Date	Pay Rate	Report to Supervisor / Title	Supervisor Phone Number / ext.

Num Of Emps	Job Title / Classification For Employee's	Shift	Work Hours: Mon - Fri ☑	Select Below if Schedule is Different	Overtime Required	Weekends Required
		1st Shift		M ☐ T ☐ W ☐ Th ☐ F ☐ Sa ☐ Su ☐	☐	☐

Language Spoken & Understood: *(Select Below)*

English Fluent ☐ English Moderate ☐ Spanish ☐ Other: _____

Requires: *(Select Below or Leave Blank if None)*

E-verify ☐ Background ☐ Drug Screen ☐ None ☐

Safety Meetings Conducted:	**Walk on Uneven Ground:**	**Work heights greater than 3 feet:** *(Select below or leave blank if none)*	**Exposed to:** *(Select below or leave blank if none)*
Yes ☑ No ☐	Yes ☐ No ☐	Above Level ☐ Below Level ☐	Loud Noise ☐ Dust ☐ Gas ☐ Fumes ☐ Chemicals ☐

Lifting Requirements: *(Leave Blank if None)*

1 - 25 lbs

26 - 50 lbs

Anything 50+ lbs requires Team Lifting

Will Drive:

☐ Cars
☐ Forklifts

Will Operate:

☐ Equipment
☐ Machines

Required Personal Protective Equipment:

☐ Steel Toe Shoes
☐ Work Shoes
☐ Work Boots
☐ Back Belt
☐ Ear Plugs
☐ Safety Glasses
☐ Work Gloves
☐ _____

☐ **Check Box if Attaching your own Requirements & Description - Skip to Signature**

Minimum Requirements & Job Description

We agree that if the JOB TITLE and/or JOB DESCRIPTION changes (I.e. reclassifying a packer as a Forklift Operator) at any point after the submittal of this request, a modified work order will be forwarded to AGILE STAFFING INC prior to employee's performing a modified description of the original job requirements. We acknowledge that such a reclassification may result in an adjusted hourly billing rate. The signature below indicates our commitment to the specifications, terms and conditions on this form. (Refer to your service agreement for all hiring terms and requirements.)

Print Name / Title: _____

Signature: _____

Date: _____