



|                                                |                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                             |      |            |        |       |        |            |         |              |             |       |              |  |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|--------|-------|--------|------------|---------|--------------|-------------|-------|--------------|--|
| <b>Answer Phones:</b><br><i>(Skip if None)</i> | <b>Diploma:</b><br><i>(Skip if None)</i>                                                                                                                       | <b>Experience in:</b> <i>(Select all that apply)</i>                                                                                                                                                                                                                                                                                                                        |      |            |        |       |        |            |         |              |             |       |              |  |
| <b>Typing:</b><br><i>(Skip if None)</i>        | <div style="text-align: center;">             High School/GED<br/>             Associates<br/>             Bachelors<br/>             Masters           </div> | <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Word</td> <td style="width: 33%;">Data Entry</td> <td style="width: 33%;">10 Key</td> </tr> <tr> <td>Excel</td> <td>Filing</td> <td>Accounting</td> </tr> <tr> <td>Outlook</td> <td>Admin Duties</td> <td>Receivables</td> </tr> <tr> <td>Teams</td> <td>Other: _____</td> <td></td> </tr> </table> | Word | Data Entry | 10 Key | Excel | Filing | Accounting | Outlook | Admin Duties | Receivables | Teams | Other: _____ |  |
| Word                                           | Data Entry                                                                                                                                                     | 10 Key                                                                                                                                                                                                                                                                                                                                                                      |      |            |        |       |        |            |         |              |             |       |              |  |
| Excel                                          | Filing                                                                                                                                                         | Accounting                                                                                                                                                                                                                                                                                                                                                                  |      |            |        |       |        |            |         |              |             |       |              |  |
| Outlook                                        | Admin Duties                                                                                                                                                   | Receivables                                                                                                                                                                                                                                                                                                                                                                 |      |            |        |       |        |            |         |              |             |       |              |  |
| Teams                                          | Other: _____                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                             |      |            |        |       |        |            |         |              |             |       |              |  |

**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 Receptionist as a Data Entry Clerk) 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: