



YORK
1431 N. George St
York, PA 17404

Ph: 717-848-1100
Fax: 717-848-2196

HANOVER
1000 Carlisle St.
Hanover, PA 17331

Ph: 717-632-7555
Fax: 717-632-4747

LANCASTER
1910 Fruitville Pike
Lancaster, PA 17601

Ph: 717-560-5277
Fax: 717-945-6876

READING
4411 N. 5th St. Hwy.
Temple, PA 19560

Ph: 717-848-1100
Fax: 717-848-2196

Position Profile

Company Name: _____
Contact: _____
Phone/Email: _____
Job Title: _____
Report to/Contact Info: _____
Job Location: _____
Start Date: _____ Start Time (first day): _____
Hours: _____
Pay Rate: _____ Bill Rate: _____
Expected Length of Assignment: _____ # of openings: _____
Dress Code and/or Safety Equipment required: _____

Interview Required: Yes_____ No_____

Interviewer Name: _____

Interview Times: _____

Drug Test Required: Yes_____ No_____

Criminal Background Check Required: Yes_____ No_____

Driver's License Required: Yes_____ No_____

Physical and/or Lifting Requirements: _____

Equipment and/or software: _____

Job Duties: _____

Job Description Available: Yes_____ No_____

Special Job Instructions (i.e. parking/entrance/directions): _____

Special Payroll Instructions (i.e. overtime/double-time/lunch requirements): _____

