



**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**  
 2126 Columbia Ave.  
 Lancaster, PA 17603  
 Ph: 717-560-5277  
 Fax: 717-945-6876

**READING**  
 4411 N. 5<sup>th</sup> St. Hwy  
 Temple, PA 19560  
 Ph: 610-921-4560  
 Fax: 610-921-4561

## 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): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Initial \_\_\_\_\_

10/30/17 at 5:59 PM