

Senior Employment Resources <i>A nonprofit 501-c3 organization</i> Job Order Form		4201 John Marr Drive, Suite 236 Annandale, VA 22003-3204 Phone: 703-750-1936 Fax: 703-750-0269 E-mail: office@seniorjobs.org		
Date		Job Code (Office Use)		
Company				
Mail Address				
Email				
Phone		Fax		
Contact Person		Title		
How did you learn about SER?				
May Client call you directly?		Type of Business		
Job Title		Job Location		
Job Description (list duties and responsibilities)				
Typing (wpm)		Computer		Word Processing
Drive?		Own car needed?		Compensation for car?
Other qualities desired				
Full-Time	Part-Time	Evenings	Weekends	Hours
Salary Range: \$ per		Benefits (health/hospitalization, vacation, etc)		

We agree to the following: In the event we hire a full-time or part-time person referred by SER, we shall pay SER a Placement Fee equivalent to two weeks of the referral's salary. We shall pay 10% of the total salary for a temporary person. The minimum Placement Fee is \$100.00. All fees are payable within 30 days of the referral commencing work. It is understood that SER will take collection action if payment is not received within 30 days.

Authorized Signature _____

Please Print Name _____