

- Watertown Office** 111 N. First St., Watertown, WI 53094 (920) 261-8444, Fax (920) 261-8454
- Fort Atkinson Office** 200 E. Cramer St., Fort Atkinson, WI 53538 (920) 563-6926, Fax (920) 563-4651
- Oconomowoc Office** 662 Armour Rd., Oconomowoc, WI 53066 (262) 569-8888, Fax (262) 569-8811
- Madison, Office**, 930 Stewart St., Madison, WI 53713 (608) 274-1894, Fax (608) 274-1931



**JOB ORDER REQUISITION FORM**

Today's date: \_\_\_\_\_ Status Update by: \_\_\_\_\_

Company: \_\_\_\_\_ Contact name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

How many people needed: \_\_\_\_\_ Start date: \_\_\_\_\_  Mon  Tues  Wed  Th  Fri  Sat  Sun

Shift:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup> Hours: \_\_\_\_\_ am/pm TO \_\_\_\_\_ am/pm Lunch  Yes  No (paid)

Job Title: \_\_\_\_\_ WC Class Code: \_\_\_\_\_

Job Description: \_\_\_\_\_  
 Customer-provided Job Description  Yes  No

Job Duties: \_\_\_\_\_

Requirements/Qualifications: \_\_\_\_\_ H.S. diploma required  Yes  No

Pay Rate Per Hour: \_\_\_\_\_ Pre-employment Drug Screen Required  Yes  No

Bill Rate Per Hour: \_\_\_\_\_ Length of Assignment: \_\_\_\_\_  Temp  Temp/Perm  Direct Hire Cost: \_\_\_\_\_

Special instructions: \_\_\_\_\_

Lifting  Yes \_\_\_\_\_ #  No Standing  Yes \_\_\_\_\_ how long?  No Bending  Yes \_\_\_\_\_  No

Twisting  Yes \_\_\_\_\_ how often?  No Repetitive Motion  Yes  No Description: \_\_\_\_\_

❖ Ladders/Heights?  Yes  No \_\_\_\_\_  
Feet/Stories

❖ Foundry Work?  Yes  No \_\_\_\_\_  
Type

❖ Driving?  Yes  No \_\_\_\_\_  
Straight Truck/CDL Req.

❖ *If yes, please refer job order to supervisor*

Follow up date: \_\_\_\_\_ Follow up date: \_\_\_\_\_ Was the job filled?  Yes  No, why not? \_\_\_\_\_

Dress code: \_\_\_\_\_ Safety shoes required  Yes  No

Who to report to: \_\_\_\_\_ Building door to enter: \_\_\_\_\_ "No Smoking" policy  Yes  No

**NOTES:** \_\_\_\_\_

When subcontracting employees of Diversified Personnel Services, I agree to the terms and conditions on the **Service Agreement**. I also realize that only one work order is needed to initially set up an account with DPS and the wages and rates may change based on the positions being filled for future openings.

\_\_\_\_\_  
 DPS Representative/Date  
 R:10/05,5/07,7/07, 2/10

\_\_\_\_\_  
 Company Representative/Date