

Job Description Form Template

Job Title: _____

Location: _____

Salary Range: _____

Effective Date: _____

Position Summary:

- _____
- _____

Essential Duties:

1. _____
2. _____
3. _____

Education and Experience Required:

- _____
- _____

Performance Goals:

- _____
- _____

Working Conditions:

- Indoor
- Outdoor

Approval:

- **HR Manager:** _____
- **Department Head:** _____