

Hiring Benefits and Requirements:

Pay Rate: Hourly: minimum _____ maximum _____ hourly/weekly/annually (circle one)

Days Worked: _____ through _____ Shift: 1st ___ 2nd ___ 3rd ___ (check all that apply)

Hours Worked: _____ to _____ Total Hrs per week: _____

Do you offer Benefits? _____ If yes, please check all that apply:

- | | | | |
|-------------------------------------|---|---|--|
| <input type="checkbox"/> Medical | <input type="checkbox"/> 401K | <input type="checkbox"/> Meals | <input type="checkbox"/> Flex-Time |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Retirement/Pension | <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Stock Options |
| <input type="checkbox"/> Vision | <input type="checkbox"/> Uniform Allowance | <input type="checkbox"/> Child Care | <input type="checkbox"/> Relocation Assistance |
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Paid Time Off | <input type="checkbox"/> Holidays | <input type="checkbox"/> Company Vehicle |
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Expense Account | <input type="checkbox"/> Tuition Assistance | <input type="checkbox"/> Other |
| <input type="checkbox"/> Job Share | | | _____ |

Do you perform Background Checks? _____

If so, what type (check all that apply)? Credit ___ Education ___ S.S.# ___ DMV ___ Bonding ___

Criminal: _____ Type? (Local/State/Federal): _____ How far back? (Years) _____

For staff purposes only are there anything that would hinder from hire in background? (Reason: if we are working with someone with a specific background we know of that would hinder hire from your job we will not discuss your job with them)

Are you a Drug Free Workplace? _____

Do you require a pre-employment drug screen? _____ Do you do random drug screenings? _____