



Corporate Office:
5207 Portage Road, Portage, MI 49002
Phone (269)385-6292 Fax (269)385-8321

OnStaff wants to minimize your time by interviewing only qualified candidates. We would appreciate your assistance in answering the below questions. The more information we have regarding the position, the better job we can do in identifying a qualified candidate
...to get the results you expect, we ask for your slight assistance...

Position Profile

In order to better service you, please complete the following job position profile:

Hours/Shift: _____

Reporting to (Supervisor): _____

Base Pay (Range): _____

Preferred Education Level: _____

Preferred Yrs. of Experience: _____

Dress Code: _____

Job Responsibilities for Requested Position:

Preferred Skills (include any software packages):

Benefits after hire (if applicable):

Circle One: Direct Hire/Temp-Hire/Contract/True Temp