



## Permanent Solution to Your Recruitment Needs

717-925-1120  
[tleitro@umssrf.com](mailto:tleitro@umssrf.com)

### EMPLOYER INFORMATION

**Business Name:** \_\_\_\_\_ **Type of Business** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**zip Code:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Job Site Address: Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**Website:** \_\_\_\_\_ **Email:** \_\_\_\_\_

#### Type of Employer:

Private  Sector  Local  State  Federal  Government

Non Profit  Education (Higher)  Education (k-12).

### JOB DESCRIPTION

#### Open Position's

#### Job Type:

**Job Title:** \_\_\_\_\_  Fulltime (30 + hours)  Part time (less than 30hours hours)

**No. of Openings:** \_\_\_\_\_  Full and part time  PRN (As needed)

**Requested Number of Applicants:** \_\_\_\_\_ **certification/ licensure** \_\_\_\_\_

**Post Date:** \_\_\_\_\_

**Computer skills required:**

**Estimated Hire Date:** \_\_\_\_\_  None  Basic Skills  Skilled Proficiency

Urgent Medical Staffing Solutions, LLC is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by person using TDD//TTY equipment via the Pennsylvania relay services at 711.



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**Job duties (includes knowledge, skills, and abilities).**      **Specific software needs:** \_\_\_\_\_

**Weight lifting requirements in lbs.:** \_\_\_\_\_

**Hiring procedures:**

**Drug Screen**       **Reference**       **Background check**

**Other:** \_\_\_\_\_

**Minimum Education Requirement.**

**High School Diploma or GED**       **Bachelor's Degree**

**Vocational Training**       **Graduate/ PHD**

**Associate Degree**       **Specialized Degrees**

**Minimum experience:** \_\_\_\_\_

**Salary Range from:** \_\_\_\_\_

**Salary Range to:** \_\_\_\_\_

**List Details here:**

\_\_\_\_\_

**Pay comments:**

**Depends on experience**       **Will discuss with applicant**       **Commissions only Per diem**

**Salary + Commission**       **N/A**

**Is Supplemental Compensation offered:**

**Use of Car**  **Expense Allowance**  **Pager or Cell phone**

**Other:** \_\_\_\_\_



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**Total # Hours per week:** \_\_\_\_\_

**Shift:**  11-7       7-3       3-11

**Other:** \_\_\_\_\_

**Schedule:**

Monday     Tuesday     Wednesday     Thursday     Friday     Saturday     Sunday

**Benefits:**

**Health**       Dental       Retirement Plan       Child Care     None

**Other:** \_\_\_\_\_

**Send Resume by:**  Fax                       Email               Postal Mail

**Veterans Preference:**

Yes                       No

**N/B: Please attach job description if needed.**

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_