

Shirlington Employment & Education Center
909 S. Dinwiddie St. Room 422, Arlington, VA 22204
(703) 933-1101

SEEC JOB ORDER

Today's date: _____ Job Coordinator: _____

Date of request: _____

Employer: _____

Address: _____

Phone: _____

Alternate #: _____

Position(s) requested: _____

Job Location: _____

Address: _____

Length of Assignment: _____

How many laborers: _____

• Laborer(s) name: _____

• Laborer phone #: _____

Alternate #: _____

• Hourly rate: _____

Confirmation of assignment: Yes ___ No ___

Tools/transportation necessary?: Yes ___ No ___ Will be provided ___

Information received by: _____

Additional comment(s): _____
