
CONCORDE

4 West Red Oak Lane • White Plains, NY 10604 • (914) 428-0700 • FAX (914) 948-4458

Temporary Staffing Request Form

Company Name: _____

Contact Name: _____

Phone: _____

Email Address: _____

Address: _____

Position Title: _____

Start Date: _____ End Date: _____

Hours: _____

Temp or Temp to Perm: _____

Training required: Y__ N__ Dates: _____

Reports to: _____

Job responsibilities: _____

Computer skills: _____

Other: _____

Resumes to be Sent: Y__ N__ Preference: Email__ Fax__

Confidential: Y__ N__ Interviews: Y__ N__

Please contact Concorde at (914) 428-0700 if you have additional questions or need to speak with a placement counselor.

Linda Ragusa, Manager, Temporary Staffing

jobs@concordepersonnel.com