

**EMPLOYER JOB ORDER FORM**

COMPANY INFORMATION	COMPANY NAME		COMPANY WEBSITE	
	CONTACT NAME/TITLE		ADDRESS/CITY/STATE/ZIP	
	EMAIL		PHONE	FAX
	INDUSTRY <input type="checkbox"/> Healthcare <input type="checkbox"/> Customer Service/Retail <input type="checkbox"/> Technology <input type="checkbox"/> Industrial <input type="checkbox"/> Clerical/Administrative <input type="checkbox"/> Manufacturing <input type="checkbox"/> Education/Non-profit <input type="checkbox"/> Banking/Finance/Insurance <input type="checkbox"/> Other: _____			

POSITION(S) AVAILABLE	JOB TITLE			ADDRESS/CITY/STATE/ZIP	
	OPEN DATE	CLOSE DATE	HOURS/WEEK	MINIMUM SALARY	MAXIMUM SALARY
	NO. OPENINGS	MAX NO. REFERRALS	<input type="checkbox"/> FT <input type="checkbox"/> PT	WORKDAYS <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT	
	REQUIRED FOR POSITION <input type="checkbox"/> BACKGROUND CHECK <input type="checkbox"/> DRUG SCREEN <input type="checkbox"/> DRIVER'S LICENSE/DMV RECORD <input type="checkbox"/> OTHER: _____				
	JOB DESCRIPTION (OR ATTACH FILE)				
	3 TO 5 KEY SKILL SETS REQUIRED				
	REQUIRED EXPERIENCE			REQUIRED EDUCATION	
	BENEFITS? <input type="checkbox"/> NO <input type="checkbox"/> YES, AFTER _____ DAYS				

FOR OFFICE USE ONLY		
EC	EMAIL	PHONE
<input type="checkbox"/> JOB POSTING ONLY <input type="checkbox"/> ON-SITE RECRUITMENT <input type="checkbox"/> PRESENTATION <input type="checkbox"/> WORKSHOP <input type="checkbox"/> JOB FAIR <input type="checkbox"/> OTHER: _____		
APPLICATION METHOD <input type="checkbox"/> THROUGH EMPLOYMENT CONNECTION <input type="checkbox"/> IN PERSON <input type="checkbox"/> PHONE <input type="checkbox"/> FAX <input type="checkbox"/> EMAIL <input type="checkbox"/> APPLY ONLINE		
DISCLOSURE <input type="checkbox"/> FULL DISCLOSURE <input type="checkbox"/> PARTIAL DISCLOSURE <input type="checkbox"/> NON-DISCLOSURE		
CAREER CLUSTER	REFERRAL SOURCE	JOB ORDER NUMBER