**Oklahoma Employment Security Commission**



**Talent Acquisition Team, Oklahoma City**

**Brookwood South Workforce Center**

**9210 S. Western, Oklahoma City, OK 73139**

**(405) 234-5000 Fax: (405) 378-0223; E-mail: okctatjoborders@oesc.state.ok.us**

### JOB ORDER EMAIL FORM

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: | | | |
| Address: |  | | |
| City, State, Zip: |  | | |
| Contact Person: | | | Position: |
| Telephone Number: | | | Fax Number: |
| E-Mail: | | | Website: |
| Job Title: | | | |
| Job Description: | | | |
| Job Duties (Detailed): | | | |
| Job Requirements (Detailed): | | | |
| Education Required: Years     Months | | Experience Required:     Years     Months | |
| Total Number of Openings: | | | |
| Salary Range (Salary Must be listed): | | | |
| Full Time  Part Time  Temporary | | Normal Work Days/Hours: | |
| \*FEDERAL TAX (FEIN) # (Required): | | Federal Contractor: Yes  No | |
| HOW TO REFER APPLICANTS | | BENEFITS | |
| Apply Online: Yes  No | | Vacation: Yes  No | |
| E-Mail Resume: Yes  No | | Life Insurance: Yes  No | |
| Fax Resume: Yes  No | | Sick Leave: Yes  No | |
| Call for Appointment: Yes  No | | Retirement: Yes  No | |
| Send Direct To Employer: Yes  No | | Health Insurance: Yes  No | |
|  | | Dental Insurance: Yes  No | |

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**Proud Partner of Workforce Oklahoma**

