

Job Order Form

*** 1. Federal Employer Identification Number (FEIN):** _____

*** 2. Employer/Company Name:**

Company: _____
Address: _____
City/town: _____
State: Select a State _____
Zip: _____
Company Website: _____
Phone Number: _____

*** 3. Contact Information:**

Name: _____
Title: _____
Email Address: _____
Phone Number: _____
Fax Number: _____

*** 4. Type of Business:** _____

*** 5. Number of Employees:** _____

*** 6. Position Title:** _____

*** 7. Job Location:** _____

*** 8. Number of Openings:** _____

*** 9. Number of Hours per Week:** _____

10. Job order close date if applicable _____

*** 11. What kind of position is this?**

- ☐ Permanent
☐ Part Time
☐ Temporary

12. If this is a temporary position, what is the duration? _____

This project is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an awards totaling \$147,162 with 0% financed from non-governmental sources.

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

*** 13. Description of Job Duties (Work Performed)**

*** 14. Will you require any of the following?**

- ☐ Drug Testing/Screening ☐ Reference Check ☐ None
☐ Background Check ☐ Bonding
☐ Credit Check ☐ Motor Vehicle Record Check

*** 15. Minimum education required:** _____

*** 16. Months experience required:** _____

*** 17. Do you require a valid drivers license?**

Yes No

18. If yes, what class?

- ☐ CDL ☐ Class E (Private Vehicle) ☐ Other

*** 19. Salary Range:**

Hourly Weekly Yearly
Daily Monthly Will discuss at interview
Amount: _____

*** 20. Hours and Days to be worked:**

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*** 21. Benefits offered for this position:**

- | | | |
|---|---|---|
| <input type="checkbox"/> Benefits not specified | <input type="checkbox"/> 401K | <input type="checkbox"/> Tuition Assistance |
| <input type="checkbox"/> No Benefits provided | <input type="checkbox"/> Retirement/Pension | <input type="checkbox"/> Flex Time |
| <input type="checkbox"/> Medical | <input type="checkbox"/> Uniform Allowance | <input type="checkbox"/> Stock Options |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Paid time off | <input type="checkbox"/> Relocation Assistance |
| <input type="checkbox"/> Vision | <input type="checkbox"/> Meals | <input type="checkbox"/> Company Vehicle |
| <input type="checkbox"/> Vacation | <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Short/Long Term Disability |
| <input type="checkbox"/> Sick Leave | <input type="checkbox"/> Child Care | <input type="checkbox"/> Expense Account |
| <input type="checkbox"/> Job Share | <input type="checkbox"/> Holidays | <input type="checkbox"/> Other |

22. If other benefits checked, please describe.

*** 23. How would you like candidates to apply?**

- | | | |
|----------------------|--------------|--------------------------|
| Call for appointment | Fax resume | Apply in person |
| Mail resume | Email resume | Apply at company website |

If apply at company website checked, please provide URL address.

If Applying in person, list the days/hours that you would like the candidate to do so.

*** 24. Does your company have any contracts with the Federal Government?**

Yes No

* Asterisks denote required fields.

If the submit button doesn't work, please save the file to your computer and email it to: joborders@careersourceow.com
Call 850-833-7587 for assistance.

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