

Job Posting Order Form

Employer: Providing the information requested on this special job order form will help us understand your hiring needs and will assist us in locating the most suitable candidates. To give us your job order, please fill out one **FAST FAX** job order form for each job title and send it to us or use it as a guide if you prefer to place your order by telephone.

Unemployment Insurance
Company _____ Employer Registration No. (_____ - _____)
Address _____ City _____ State _____ Zip _____
What Goods or Services Does Your Company Produce? _____
Person to contact for interview _____ FAX No. (_____)
Telephone No. (_____) Ext. _____ Title of Job Opening _____
Number of Job Openings _____ Number of persons you wish to interview _____
Referral instruction(s) Send Resume _____ Send Direct _____ Call First Before Sending _____ Broadcast _____

JOB REQUIREMENTS

Years of Education Needed _____ Specialized Education? (type of degree) _____
Years of experience Required _____ Will you accept a trainee? Yes _____ No _____
Job is: Regular _____ Temporary _____ (Duration From _____ To _____) Full-Time _____ Part-Time _____
Work Hours From _____ To _____ Circle Normal Work Days S **M T W T F S** Overtime Yes ___ No ___
Salary Range \$: From _____ To _____ Per _____ Pay Period: Weekly _____ Monthly _____
Salary Negotiable? Yes _____ No _____ Bi-Weekly _____ Bi-Monthly _____

OTHER HIRING REQUIREMENTS

Driver's License? Yes _____ No _____ If yes-license class _____ Health Insurance? Yes _____ No _____
Regular operator _____ CDL A _____ B _____ C _____ Endorsement(s) _____
Own Tools? Yes _____ No _____ Life Insurance? Yes _____ No _____
Reference/Security Test? Yes _____ No _____ Dental Insurance? Yes _____ No _____
Physical Exam? Yes _____ No _____ Paid Vacation? Yes _____ No _____
Drug Screening? Yes _____ No _____ Retirement Plan? Yes _____ No _____
Must Join Union? Yes _____ No _____
Bondable? Yes _____ No _____ Other _____

JOB DESCRIPTION

Please provide a brief description of the job. List skills, aptitudes, equipment used or operated, special physical demands, or special working conditions. All hiring requirements listed here and checked above must be bona fide occupational qualifications. Include the work site, if different from the company address. If available, attach a detailed job description.
