

JOB POSTING REQUEST

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Title: _____ Telephone #: _____

Web Address: _____ E-Mail: _____

Federal ID Number (FEIN – Required): _____ Federal Contractor: *Y or N*

Primary Product or Service: _____

POSTING INFORMATION

Title: _____ Number of Positions Available: _____

Job Location: _____ Job Location Zip: _____ Public Transportation: *Y or N*

Shift: 1st 2nd 3rd Split Rotating Hours: _____ to _____ Hours per Week: _____

Position Description/Minimum qualifications (or attach job description): _____

Required years of experience: _____ Minimum Age: _____

Required Education: _____

Special Skills: (including training, licenses, language fluency, etc.) _____

Computer Skills: _____

SALARY RANGE (required for computerized job matching)

Minimum pay: _____ Maximum pay: _____

Job Status: (Check all that apply) Full-Time Part-Time Temporary

Temp-Hire Contract Length of time if Temp/contract: _____

Benefits: (Check all that apply) 401K Retirement Plan Disability Leave

Major Medical Dental Vision Life Insurance Sick Leave Vacation

Tuition Reimbursement Other: _____

HOW DO YOU WANT CANDIDATES TO APPLY?

Mail Resume Apply in Person Confidential - Refer by Career

Call Direct Phone Calls OK Center Only

Fax Resume Email Resume

Fax # _____

Other, specify: _____

All posting services are free of charge.

Fax completed form to (413) 447-7350.

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