

## 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: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> Split  Rotating  Hours: \_\_\_\_\_ to \_\_\_\_\_ Hours per Week: \_\_\_\_\_

Per diem 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 Generic Application

Fax # \_\_\_\_\_ Other, specify: \_\_\_\_\_

This job is funded in full or in part by The American Recovery and Reinvestment Act

*All posting services are free of charge.*

*Fax completed form to (413) 447-7350.*

\*\*