

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 Work From: _____ to _____ Hours per Week: _____

Position Description/Minimum qualifications (or attached 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 Fax Resume Email Resume

Call Direct Apply in Person List on AJB (America's Job Bank)

Blind Ad Phone Calls OK Refer by Career Center Only

Other, specify: _____

All posting services are free of charge.

Fax completed form to (413) 447-7350.