



# JOB ORDER REQUEST

Please provide complete information and remember to notify your Job Bank Associate with the name(s) of your new hire

## Employer

Job Order Number: \_\_\_\_\_ # of days Job Order will remain open: \_\_\_\_\_

Company Name: \_\_\_\_\_ Federal Tax ID. # Or SSN#: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Job Order: \_\_\_\_\_ Is this your 1st time posting a job with this service? \_\_\_\_\_

Job Order Display Information:

O\*Net Code: \_\_\_\_\_ How did you learn about us: \_\_\_\_\_

## Job Listing Information

Job Title: \_\_\_\_\_ Number of openings: \_\_\_\_\_

Term of Employment: Permanent Temporary Full/time Part/time

# of hours per week: \_\_\_\_\_ Days: \_\_\_\_\_ Required work start time: \_\_\_\_\_ end: \_\_\_\_\_

Overtime expectations: \_\_\_\_\_ (weekly) \_\_\_\_\_ Flexible work schedule: Yes No

Salary - Show Salary: Hourly: \_\_\_\_\_ Salary yearly \$: \_\_\_\_\_ Commission: \_\_\_\_\_ Draw: \_\_\_\_\_

Dress Code Requirements: Business Dress Corporate Casual Other: \_\_\_\_\_

## Experience – Skills – Licensing – Credentials

Educational requirements: \_\_\_\_\_

Driver's License required: \_\_\_\_\_

Discuss specialized training needs: \_\_\_\_\_

Specialized machinery, equipment or software: \_\_\_\_\_

Amount of experience in months or years: \_\_\_\_\_ Typing speed: \_\_\_\_\_ wpm.

Language Skill Level: English Spanish Creole

Basic Verbal Communication: \_\_\_\_\_ Other: \_\_\_\_\_

Understands Basic Oral & Written Instructions: \_\_\_\_\_ Other: \_\_\_\_\_

Fluent Conversational: \_\_\_\_\_ Other: \_\_\_\_\_

Reading & Writing Proficiency: \_\_\_\_\_ Other: \_\_\_\_\_

**\*Federal Tax Identification Number is required entry.**

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## How do you wish to have applicants referred

Call for Appointment

Phone Interview

Send Resume via

Mail

e-mail

Fax

Apply in Person

Days of the week: \_\_\_\_\_ Time of day: \_\_\_\_\_

Benefits: \_\_\_\_\_ Deadline to apply: \_\_\_\_\_

## **Duties and Responsibilities:**

Please click the submit button to send the Job Order Request or email completed form to [jobbank@careersourcesfl.com](mailto:jobbank@careersourcesfl.com) or you can fax the job order to 305-470-5762. Within 24 hours of receipt of the completed Job Order Request Form the Job Bank Staff will send an email with the Job Order number. We will not refer applicants that have less than the listed skill and experience.

Career Center Staff: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Career Center: \_\_\_\_\_

This section is to be completed by Job Bank Staff -

Received Date: \_\_\_\_\_ Job Order Entered Date: \_\_\_\_\_ Returned to Center Date: \_\_\_\_\_

Assigned Job Bank Staff: \_\_\_\_\_

**\*Federal Tax Identification Number is required entry.**