



JOB ORDER REQUEST

Revised: 9/26/2024

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: _____

Type of Job: _____ Full Time or Part Time: _____

of hours per week: _____ Overtime expectations: _____ Flexible work schedule: _____

Show Salary: _____ Salary: _____ per

Dress Code Requirements:

Dress Code: _____ If Other; please specify _____

Experience – Skills – Licensing – Credentials

Educational requirements: _____

Driver's License required: _____

Occupational Licenses/Certifications: _____

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: _____

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 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.**