



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 Short/Long Term Disability Leave

Major Medical Dental Vision Life Insurance Sick Leave Vacation

Education Cost 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 No Calls Refer by Career Center Only

Other, specify: _____
