

Today's Date:

OhioMeansJobs Warren County

300 East Silver Street, Lebanon, Ohio 45036

Phone 513-695-1130 Fax 513-695-2985

Employer Job Order Form

Employers: By providing the following information, you will help us to select and refer potential qualified candidates to fill your job openings. Please fax (513-695-2985) or e-mail (fetmb@ohioworkforce.com) the completed form to us. You may also use this form as a guide if you prefer to place your job order by telephone (513-695-3032).

Company Name

FEIN # (Federal Employer Identification Number)

Address

Street

City

State

Zip Code

Contact Person & Title

Telephone #

Fax #

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Worksite address, if different from above

Goods or Services Produced:

Job Title

Number of Openings:

Number of people
To be interviewed:

Job Description: Briefly describe the job duties, skills required, equipment used, physical demands and working conditions (**Attach a detailed job description if one is available**)

How should applicants be advised to contact your company concerning the openings on this job order?

- Mail resume Fax resume
 Refer Direct Phone
 Call before referring E-Mail
 Company web site
 Other: _____

Years of Education:

Minimum Degree

Related experience that is acceptable:

Minimum Age

Will accept
A trainee? Yes No

Job Length:

- Permanent Full Time Temporary, duration _____ Part Time, hours per week _____

Wages:

From \$ _____ to \$ _____ per _____

Hours: S M T W T F S

From _____ to _____

- Overtime Paid
 Rotating *shift*
 Seasonal

Benefits:

- Health Insurance Dental
 Child Care Paid Holiday Paid Sick Leave
 Paid Vacation Retirement Plan 401 K

Hiring Requirements:

- Driver's License, Type _____ Endorsement _____
 Own Tools Physical/Drug Test
 Reference Check Background Check
 Bondable Employment Test
 Reference/Security check Other _____

E-Mail address: (please write legibly) _____

Directions to facility:

Web Site Address (please write legibly): _____