



Job Order Desk Aid

Use this form to post your job opening

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How did you hear about Workforce Connection? Business Consultant TV Ad Website
 Newspaper/Print Media Promotional Event Billboard Radio Ad Other _____

EMPLOYER INFORMATION

Business Name: _____ Type of Business: _____
Address: _____ City: _____ State: _____ Zip: _____
Job Site Address: _____ Contact Person: _____
Email Address: _____ Website Address: _____
Telephone: _____ Ext _____ Fax: _____

Federal Employer Identification Number (FEIN): _____ (Required)

Job Description

Job Title _____
Salary Range From _____ To _____
Per Hour Week Year Other*
*(*explain if salary is commission, shift differential, bonus, etc.)*

Total Hours Per Week _____
Work Schedule Mon-Fri 8:00am-5:00pm
 Other (explain) _____
 Permanent Temporary Internship
 Part Time Full Time Contract

Hiring Procedures
 Drug Screen Background Check
 Reference Check Credit Check
 Bonding Other _____

Benefits
 Health Dental Retirement Plan
 Child Care Other _____

Job Duties (Include knowledge, skills and abilities; attach job description if available; add additional pages if necessary)

Minimum Months Experience? _____

Qualifications & Requirements

Driver License required? Yes No
Type/Class _____ Max # Points Allowed _____
Computer Skills Required None
 Basic Skills Skilled-Proficient
Specific Software _____

Certification/Licensure _____

Lifting Required? No Yes*
*(*List heaviest weight in pounds)* _____

Minimum Educational Requirements
 Less than high school graduate
 High school graduate/G.E.D.
 Trade school/Additional training beyond H.S.
 2-year/AA/AS Degree Bachelors Degree
 Masters Degree PHD/Graduate

Veterans Preference? No Yes

Post Date _____ Est. Hire Date _____
of openings _____ Requested # of Applicants _____
Method to Apply
 Apply in Person Call for Appointment Only
 Apply at Company Website _____
Send Resume by Fax Email Postal Mail
Specific Instructions: _____

If you have any questions while completing this form, please call and speak to our Job Order Team
Phone: (352) 873-7955 or Toll Free (800) 746-9950
You may email this document to: joborder@clmworkforce.com or fax to (352) 732-1703
You will be contacted to confirm job order entry