



Job Order Desk Aid

Use this form to list your job

How did you hear about One Stop? Business Consultant Other:
 Newspaper/Print Media Promotional Event Billboard Radio Ad TV Ad

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	Qualifications & Requirements
Job Title _____ Salary Range From _____ To _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year <input type="checkbox"/> Other* <i>(*explain if salary is commission, shift differential, bonus, etc.)</i>	Driver License required? <input type="checkbox"/> Yes <input type="checkbox"/> No Type/Class _____ Max # Points Allowed _____ Computer Skills Required <input type="checkbox"/> None <input type="checkbox"/> Basic Skills <input type="checkbox"/> Skilled-Proficient Specific Software _____
Total Hours Per Week _____ Work Schedule <input type="checkbox"/> Mon-Fri 8:00am-5:00pm <input type="checkbox"/> Other (explain) _____ <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Internship <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Contract	Certification/Licensure _____ Lifting Required? <input type="checkbox"/> No <input type="checkbox"/> Yes* <i>(*List heaviest weight in pounds)</i> _____
Hiring Procedures <input type="checkbox"/> Drug Screen <input type="checkbox"/> Background Check <input type="checkbox"/> Reference Check <input type="checkbox"/> Credit Check <input type="checkbox"/> Bonding <input type="checkbox"/> Other _____	Minimum Months Experience _____ Minimum Educational Requirements <input type="checkbox"/> Less than high school graduate <input type="checkbox"/> High school graduate/G.E.D. <input type="checkbox"/> Trade school/Additional training beyond H.S. <input type="checkbox"/> 2-year/AA/AS Degree <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> PHD/Graduate
Benefits <input type="checkbox"/> Health <input type="checkbox"/> Dental <input type="checkbox"/> Retirement Plan <input type="checkbox"/> Child Care <input type="checkbox"/> Other _____	Post Date _____ Est. Hire Date _____ # of openings _____ Requested # of Applicants _____ Method to Apply <input type="checkbox"/> Apply in Person <input type="checkbox"/> Call for Appointment Only <input type="checkbox"/> Apply at Company Website _____ Send Resume by <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Postal Mail Specific Instructions: _____
Job Duties (add additional pages if necessary) _____ _____ _____	

If you have any questions while completing this form, please call and speak to one of our Business Consultants.
Phone: (352) 873-7950 or Toll Free (800) 840-5700 Fax this form to: (352) 840-5712

(Revised 08/2007)

All job orders will expire and purge from our records after a period of 30 days.