



JOB ORDER REQUEST FORM

If you have any questions while completing this form, please call and speak to your Business Development Coordinator/Manager or call Toll Free 800-746-9950. You may submit this document to joborder@careersourceclm.com or by fax to 352-732-1703. You will be contacted to confirm this job order entry.

*Are you a New Business? Yes No *Federal Employer Identification Number: _____

*Number of Employees: _____ How did you hear about us? _____

BUSINESS INFORMATION (fields with a "*" are required fields)

*Business Name: _____ *Type of Industry: _____

*Address: _____ *City: _____ *ST _____ *Zip _____

*Contact Person's First Name: _____ *Last Name: _____ *Job Title: _____

*Telephone Number: _____ Ext: _____ Fax Number: _____

Website Address: _____ *Email Address: _____

*Job Site Address (if different from above): _____

City: _____ ST: _____ Zip: _____

*Type of Business (please select only one option): Private Sector State Federal Government
 Non Profit Higher Education Education (K-12)

JOB DESCRIPTION (fields with a "*" are required fields)

*Job Title: _____ * Number of openings: _____

* Job Status: Full-time Part-time PRN Other, please explain: _____

Computer Skills Required: _____

*Minimum Age Requirements? Yes No If Yes, please specify: _____

*Driver License required: Yes No Type / Class of CDL: _____

Accessible by Public Transportation? Yes No

*Hiring Requirements (Check all that apply): Drug Screen Reference Background Bonding
 Credit Check MVR Other _____

Skills Assessment Required? Yes No If yes, please specify: _____

*Minimum Education Requirements: None/less than HSD/GED High School Diploma or GED
 Years of College or Technical School Vocational School Certificate Associate Degree Bachelor's Degree
 Master's Degree Other i.e. Doctorate/Specialized Degree: _____

*Minimum Months Experience: _____

Salary Range (Recommended)

From _____ to _____ Per: ___ Hour ___ Week ___ Year ___ Other: _____

Pay Comments: ___ Depends on Experience ___ Will discuss with applicant ___ Commission only ___ Per Diem
___ Salary and Commission ___ N/A ___ Piece rate ___ Salary +tips ___ Salary +bonus

Is supplemental compensation offered? ___ Yes ___ No

___ Use of car ___ Expense Allowance ___ Pager or cell phone ___ Other: _____

***Total number of hours per week:** _____

***Shift:** ___ N/A ___ Day ___ Evening/Swing ___ Night/Graveyard ___ Rotating ___ Split ___ Other: _____

Benefits: ___ Health ___ Dental ___ Vision ___ Retirement Plan ___ Child Care ___ None ___ Other: _____

***Method to Apply:** ___ Apply in person ___ Call for appointment ___ Apply at company website: _____

Send resume by: ___ Fax ___ Email ___ Postal Mail

Is this a green job?: ___ Yes ___ No If yes, how? _____

***Are you a Federal Contractor/Mandatory Lister?** ___ Yes ___ No ***Veteran's Preference?** ___ Yes ___ No

Is Disability Preference given to this job order? ___ Yes ___ No

Does a court order affirmative action require this posting? ___ Yes ___ No

Is this a mandatory job order being filled in connection with an application to the Department of Labor to employ H2B, temporary non-agricultural guest workers in the United States? ___ Yes ___ No

***Staffing Agency or Third Party Administrator (TPA) – are you representing another business or organization by posting this position?** ___ Yes ___ No

If yes – do you have permission from the business organization to post this position? ___ Yes ___ No

If yes – what is the name of that business? _____

***Job Duties (include knowledge, skills, and abilities). If more space is needed, you may either attach an additional document or job description:**