



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:**

Permission to Create and/or Update Employ Florida Registration Business Profile and Job Order.

CareerSource Citrus Levy Marion (CSCLM) uses the Employ Florida jobs database to match job candidates with available and open job vacancies. By **submitting** this job order FM-CS-105, you are **providing permission** to add this job order and/or update your Employ Florida Registration as needed.

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail accommodations@careersourceclm.com at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center network