



## 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](mailto: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: \_\_\_\_\_

### 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:**