

JOB LISTING FORM

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| **Date:**  | **Federal ID# (FEIN):**  |
| **Company Name:**  |
| **Street Address:**  | **City:**  | **State:**  | **Zip Code:**  |
| **Contact Person and Title:**  |
| **Phone Number:**  | **Cell/Alternate:** | **Fax Number:**  |
| **Email Address:**  | **Company Website Address:**  |
| ***Worksite address, if different from above:*** |
| [ ]  Option 1 - Job details, employer name, and contact information will be displayed online.[ ]  Option 2 - No employer contact information is displayed online. Customer must be referred by staff. Customer will be provided  employer designated method of application after staff screening. (Suppressed)[ ]  Option 3 - This job is not to be displayed online and is only available to staff. (Not Online) |
| **Position Title:**  | **# of Openings:**  |  |  |
| **Hours/week:****Full Time/Part Time/Temporary:****Length of Assignment, if Temporary:** |  **Job Description: (\*\****Must attach a document describing* *job duties, skills required, and, if applicable, equipment used,* *physical demands, and working conditions)* |
| **Knowledge, Skills and Abilities Required:**  | **Certificates/Endorsements Required:** |
| **Computer Programs Required:**  | **Length of Experience Required:** |
| **Minimum Education Required:** | **Degree Required:**  | **Hiring Requirements:**[ ]  Valid Driver’s  License[ ]  Access to Tools[ ]  Physical Required[ ]  Reference Check[ ]  Criminal Record[ ]  Credit Check[ ]  Drug Screen | [ ]  Bonding[ ]  MVR Check [ ]  Clean Driving Record[ ]  CDL Class      [ ]  Transportation[ ]  Employment Test \*Type of EmploymentTest: |
| **Minimum Age/Reason:**  | **Will accept trainee?**[ ]  **Yes**  [ ]  **No** |  |  |
| **Federal Contractor: [ ]  Yes [ ]  No** **Veteran’s Preference: [ ]  Yes [ ]  No**  | **Is job accessible by public transportation?**[ ]  **Yes**  [ ]  **No** |  |  |
| **Wages:**   **From: $** **To: $**[ ]  Hourly [ ]  Annually[ ]  Weekly[ ]  Monthly  | [ ]  **1st Shift**  [ ]  **2nd Shift**  [ ]  **3rd Shift** [ ]  **Rotating** [ ]  **Overtime** [ ]  **HoursVary**  | **Work Days**[ ]  Sunday   **Schedule:** [ ]  Monday  Start Time:[ ]  Tuesday \_\_\_\_\_\_\_\_\_[ ]  Wednesday End Time:[ ]  Thursday \_\_\_\_\_\_\_\_\_[ ]  Friday [ ]  Saturday [ ]  Hours Vary   | **Benefits:** (Check all that apply)[ ]  Medial Ins [ ]  Vision Ins [ ]  STD[ ]  LTD[ ]  AD&D [ ]  Dental Ins [ ]  Life Ins  | [ ]  Stock Plan [ ]  401 K [ ]  Retirement[ ]  Paid Vacation [ ]  Paid Holidays[ ]  Paid Sick Leave[ ]  Other:        |
| **How would your company/organization prefer to receive applicant/referral information (check all that apply)?** |
| [ ]  Apply in Person[ ]  Via Company Website[ ]  Email Resume[ ]  Mail Resume  | [ ]  EF Resume [ ]  EF Online Application[ ]  Fax Resume Provide [ ]  Apply at One Stop Center  |
| Does a court ordered affirmative action plan require posting this job order?  [ ]  **Yes**  [ ]  **No**.Does this job order require security clearance? [ ]  **Yes**  [ ]  **No**Is this job order for an Enterprise Zone? [ ]  **Yes**  [ ]  **No** |

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