



## CareerSource Brevard - Job Order Form

Complete and email back to CareerSource Brevard Business Services Unit

Items with an asterisk \* **must** be completed

Company Name\*:  Address\*:

Company Contact Name/Title\*:

Email Address\*:  Phone\*:  Fax:

Company Website:  Federal ID (FEIN) #:

Check if worksite is different Worksite Address:

☐ Do NOT Display Company Name

☐ Do NOT Display Company Address

Do NOT Display Company Worksite Address

Yes, Pre-Screen by CareerSource Brevard

### Job Details:

Job Title\*:  Number of Positions Available:

Type of Job\*:  Full or Part-time\*:

Work from Home: ☐ Yes ☐ No Anticipated Job Duration\*:

**Job Description\*:** (Can Attach Separate Sheet)

### Other Skills:

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Special Software/Hardware Skills needed: ☐ Yes ☐ No

List any other specific skills required (e.g. degrees, certification, software, etc.)

### Hiring Requirements:

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Please check any hiring requirements for this job: ☐ Drug Testing/Screening ☐ Other (e.g. specialized)

Test Requirement:

☐ Background Check

If other, please list:

If Yes for Testing, Please Specify:

☐ Credit Check

☐ Reference Check

☐ Motor Vehicle Record Check

### Minimum Education, Experience, & Age Requirements:

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Minimum age requirement (if applicable):

Reason for Requirement:

Minimum Education Required\*:

Minimum Experience Required\*:

Does this job require a License/Certification?

Yes

No

If yes, please specify:

### Transportation Requirements:

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☐ Check if Job is Accessible by Public Transit

Driver's License required\*:

#### Drivers License Classifications:

**Class A** - Any combination of vehicles with a gross vehicle weight rating of 26,001 or more pounds provided the gross vehicle weight rating of the vehicle(s) being towed is in excess of 10,000 pounds.

**Class B** - Any single vehicle with a gross vehicle weight rating of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds gross vehicle weight rating.

**Class C** - Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.

**Class E** - Private Vehicle

**Class E** - Learner

**Motorcycle Also**

**Motorcycle ONLY**

#### Drivers License Endorsements:

**T - CDL** - Double / Triple Trailers

**P - CDL** - Passenger Bus

**N - CDL** - Tankers

**H - CDL** - Hazardous Materials

**X - CDL** - Combo-Tanker/Hazardous

**K - CDL** - No Operator of airbrakes

**CDL** - ICC Physical

**S - CDL** - School Bus

### Specialized Requirements:

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Typing Speed (if required):

Security Clearance Level (if required):

Language (if required):

Proficiency:

**Compensation and Hours:**

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☐ Do NOT Display Salary to Job Seekers

Minimum Salary/Wage\*:

Maximum Salary/Wage:

Pay Comments:

Basis for unit of salary/pay:

Supplemental Compensation Offered: ☐ Yes ☐ No

Hours per Week:

Shift:

**Benefits:**

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☐ Medical ☐ Tuition Assistance ☐ Company Vehicle

☐ Dental ☐ Job Share ☐ Other

☐ Life Insurance ☐ Flex-Time ☐ None

☐ Vision ☐ 401K ☐ Expense Account

☐ Child Care ☐ Stock Options ☐ Profit Sharing

☐ Vacation ☐ Retirement/Pension ☐ Extended Sick Leave

☐ Holidays ☐ Relocation Assistance ☐ Flexible Benefit Account

☐ Sick Leave ☐ Uniform Allowance ☐ Travel Allowance

If Other, Please specify:

**Job Application Method:**

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Preferred method of application\*:

How to Apply Details (e.g. website, phone, email etc.):

**Other Information as Specified:**

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Is Veterans Preference given to this job order? ☐ Yes ☐ No

Is this a Green Job? ☐ Yes ☐ No

Are you a Federal Contractor? ☐ Yes ☐ No

Does a court ordered affirmative action plan require posting this job order? ☐ Yes ☐ No

Is this job order for an Enterprise Zone? ☐ Yes ☐ No

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

**Alien Labor Certification**

Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States? ☐ Yes ☐ No

Is this job order being filed in connection with an application to the Department of Labor to employ H-2A temporary agricultural workers to perform agricultural labor or services of a temporary or seasonal nature in the United States? ☐ Yes ☐ No

Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ a foreign worker to work permanently in the United States? ☐ Yes ☐ No