



JOB POSTING REQUEST- PREFERRED METHOD FOR JOB POSTING IS BY EMAIL

Company Name: _____
Address _____ State: _____ Zip: _____
Contact: _____ Title: _____ Telephone #: _____
Web Address: _____ E-Mail _____
Federal ID Number (**FEIN – Required**): _____ Federal Contractor: *Y or N*
Fax #: _____ Primary Product or Service: _____

POSTING INFORMATION

Title: _____ Number of Positions Available: _____
Job Location: _____ Job Location Zip: _____ Public Transportation: *Y or N*
Shift: 1st 2nd 3rd Split Rotating Work From: _____ Hours per Week: _____
Position Description/Minimum qualifications (or attached job description): _____

Required years of experience: _____ Minimum Age _____
Required Education: _____
Special Skills: (including training, licenses, language fluency, etc.) _____
Computer Skills: _____

SALARY RANGE (required for computerized job matching)

Minimum pay: _____ Maximum pay: _____

Job Status: (Check all that apply) Full-time _____ Part-time _____ Temporary _____

Temp-Hire _____ Contract _____ Length of time if Temp/contract: _____

Benefits: (Check all that apply) 401K _____ Retirement Plan _____ Short/Long Term Disability Leave _____

Major Medical _____ Dental _____ Vision _____ Life Insurance _____ Sick Leave _____ Vacation _____

Holidays _____ Education Cost Reimbursement _____ In-house Training _____ Other _____

Please check acceptable methods to apply:

Mail Resume	<input type="checkbox"/>	Fax Resume	<input type="checkbox"/>	Email Resume	<input type="checkbox"/>
Call Direct	<input type="checkbox"/>	Apply in Person	<input type="checkbox"/>	Refer by Career Center Only	<input type="checkbox"/>
Blind Ad	<input type="checkbox"/>	No Calls	<input type="checkbox"/>		

Other method specify: