



**JOB POSTING REQUEST**

Company Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Web Address: \_\_\_\_\_ Email: \_\_\_\_\_

Federal ID Number (FEIN – Required): \_\_\_\_\_ Federal Contractor: Y or N

Primary Product or Service: \_\_\_\_\_

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**POSTING INFORMATION**

Job Title: \_\_\_\_\_ Number of Positions Available: \_\_\_\_\_

Job Location (City): \_\_\_\_\_ Job Location Zip: \_\_\_\_\_ Public Transportation: Y or N

Shift: 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ Split \_\_\_ Rotating \_\_\_ Work From: \_\_\_ to \_\_\_ Hours per Week: \_\_\_

Position Description/Minimum qualifications ( or attached job description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required years of experience: \_\_\_\_\_ Minimum Age: \_\_\_\_\_

Required Education: \_\_\_\_\_

Special Skills: (training, licenses, language fluency, etc.) \_\_\_\_\_

Computer Skills: \_\_\_\_\_

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**SALARY RANGE** (required for computerized job matching)

Minimum pay: \_\_\_\_\_ Maximum pay: \_\_\_\_\_ Paid: Hour \_\_\_ Week \_\_\_ Month \_\_\_ Year \_\_\_

**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 \_\_\_

Education Cost Reimbursement \_\_\_ Other \_\_\_\_\_

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**HOW DO YOU WANT CANDIDATES TO APPLY?**

Mail Resume \_\_\_ Fax Resume \_\_\_ Email Resume \_\_\_ Call Direct \_\_\_ Apply in Person \_\_\_

No Calls \_\_\_ Other, please specify \_\_\_\_\_