

# Employer Job Order

Phone: (800) 668-5175 EXT. 3457 or Email: rossk07@odjfs.state.oh.us

Fax: (419) 663-9902 or (419) 668-4738

Dept. use only – Job Order Number \_\_\_\_\_

**EMPLOYERS:** Providing the information below will help us select promising candidates for employment in your organization. Please complete this form and FAX or EMAIL it to us. You may also use this form as a guide when placing an order by phone.

<b>Company Name</b> (Disclose name to applicants YES or NO)	<b>FEIN or UC Account No.</b>	<b>Open Date:</b> _____ <b>Close Date:</b> _____
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<b>Address</b> <i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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<b>Contact Person and title</b>	<b>Telephone no.</b> (   ) (   )	<b>Fax No.</b> (   ) (   )
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<b>Contact Email:</b>	<b>Goods or services produced</b>
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**Directions to worksite/interview site**

<b>Job Title</b>	<b>Number of openings</b>	<b>Number to interview</b>
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**How should applicants be advised to contact your company concerning the job openings?**  
 Mail resume/application     FAX resume/application     Go / Call direct     Email     Apply Online

**JOB DESCRIPTION:** Briefly describe the job duties, skills required, equipment used, physical demands, and working conditions. (Attach a detailed job description, if one is available.) *Website address to apply online if applicable.*

<b>Years of education</b> _____ <b>Minimum Degree</b> _____	<b>Minimum Age</b> _____	<b>Years or Months of Exp . Required</b> _____
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**Required License, Certification or Registration:**

**Job Length:**  
 Permanent     Full Time     Temporary, duration \_\_\_\_\_     Part time, hours/week \_\_\_\_\_

<b>Wages:</b> From \$ _____ to \$ _____ per _____	<b>Hours:</b> S M T W T F S From _____ To _____	<input type="checkbox"/> Overtime paid <input type="checkbox"/> Rotating shift
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<p><b>Benefits:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Medical</li> <li><input type="checkbox"/> Dental</li> <li><input type="checkbox"/> Education Assistance</li> <li><input type="checkbox"/> Paid Holidays</li> <li><input type="checkbox"/> Paid Sick Leave</li> <li><input type="checkbox"/> Paid Vacation</li> <li><input type="checkbox"/> Retirement Plan</li> </ul>	<p><b>Hiring Requirements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Criminal Background Check</li> <li><input type="checkbox"/> Drug Test</li> <li><input type="checkbox"/> Driving Record Check</li> <li><input type="checkbox"/> Driver's License    Type _____</li> <li><input type="checkbox"/> Employment Test</li> <li><input type="checkbox"/> Clerical Testing</li> <li><input type="checkbox"/> Must Join Union</li> <li><input type="checkbox"/> Other: _____</li> </ul>
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