



Employer Job Order Request Form

EMPLOYER INFORMATION			
California Employer Account No.:			
Federal Tax ID:			
Type of Industry (Job Category):			
Company Name:			
Address:			
City:	State:	County:	ZIP:
E-mail:			
Contact Person:			
Phone Number:		Fax:	
Job site (If different than above)			
Street Address:			
City:	State:	ZIP:	
Are you a federal contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a temporary employment agency? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a Green Job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is Supplemental Compensation offered? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Job Order Information to be Displayed Online			
Display online to job seekers: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Display your company name: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have a local workforce staff member screen your applicants: <input type="checkbox"/> Yes <input type="checkbox"/> No			
JOB SPECIFICATION			
Is this job supported by America Recovery and Reinvestment Act (ARRA) funds or the direct result of that funding? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Job Title:			
Experience Required:		Years	Months
Does a court ordered affirmative action plan require posting this job order? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this job order for an Enterprise Zone? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Pay Rate < Start > To <Maximum > Per			

Number of jobs for this listing:				
Earliest date to display this job order on the system:				
Last date this job order will be displayed on the system:				
Duration of Job listing: <input type="checkbox"/> 14 days <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> over 150 days				
Job start date:				
Job Duration: <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Hours worked per week:				
Shift:				
<input type="checkbox"/> Day	<input type="checkbox"/> Swing	<input type="checkbox"/> Grave	<input type="checkbox"/> Any	
Is this job accessible by public transportation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
California driver's license required:				
<input type="checkbox"/> None	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	<input type="checkbox"/> M
Job Description:				
EDUCATION				
EDUCATION REQUIRED:				
<input type="checkbox"/> NOT STATED	<input type="checkbox"/> ASSOCIATE (AA, AS)		<input type="checkbox"/> DOCTORATE	
<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> BACHELOR'S (BA, BS)		<input type="checkbox"/> OTHER POST SECONDARY SCHOOL OR TRAINING	
<input type="checkbox"/> SOME POST HIGH SCHOOL	<input type="checkbox"/> MASTER'S (MA, MS)			
<input type="checkbox"/> HS/GED				
To show benefits on your job listing, check all that apply.				
<input type="checkbox"/> Medical	<input type="checkbox"/> Dental		<input type="checkbox"/> Vision	
<input type="checkbox"/> Retirement Plan	<input type="checkbox"/> Childcare		<input type="checkbox"/> Paid Sick Leave	
<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Paid Vacation		<input type="checkbox"/> Profit Sharing	
<input type="checkbox"/> Other:				
REFERRAL INSTRUCTIONS (Check all that apply)				
Send CaJOBS résumés <input type="checkbox"/> Yes <input type="checkbox"/> No				
Email Résumé to:				
Employer address <input type="checkbox"/> Yes <input type="checkbox"/> No		Job site address <input type="checkbox"/> Yes <input type="checkbox"/> No		
Report in person <input type="checkbox"/> Yes <input type="checkbox"/> No		Call for appointment <input type="checkbox"/> Yes <input type="checkbox"/> No		
E-mail personal résumés <input type="checkbox"/> Yes <input type="checkbox"/> No		Fax résumés <input type="checkbox"/> Yes <input type="checkbox"/> No		
Apply online at URL:				
Would you like to be notified when a job seeker applies for this job? <input type="checkbox"/> Yes <input type="checkbox"/> No				

The Madera County Workforce Development Board has given me the choice of placing my job listing in either the public or confidential system.

My choice is indicated below.

I agree to have my job listing placed in the public system, including contact and referral information so that job seekers may apply direct in the manner I specify.

I agree to have my job listing placed in CalJOBS. Do not display my company information. Please have Business Specialists refer job seekers.

Name and Title of Employer or Employer Representative

Date