



# 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:**  14 days  30 days  60 days  over 150 days

**Job start date:**

**Job Duration:**  Temporary  Permanent  Full Time  Part Time

**Hours worked per week:**

**Shift:**

Day  Swing  Grave  Any

**Is this job accessible by public transportation?**  Yes  No

**California driver's license required:**

None  A  B  C  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**  Yes  No

**Email Résumé to:**

**Employer address**  Yes  No **Job site address**  Yes  No

**Report in person**  Yes  No **Call for appointment**  Yes  No

**E-mail personal résumés**  Yes  No **Fax résumés**  Yes  No

**Apply online at URL:**

**Would you like to be notified when a job seeker applies for this job?**  Yes  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