



JOB ORDER REQUEST FORM

If you have any questions while completing this form, please call and speak to our Job Order Team Specialists. Phone: 352 873 7955 or Toll Free 800 746 9950. You may submit this document to: joborder@careersourceclm.com, or by fax to 352 732 1703. You will be contacted to confirm this job order entry.

Are you a New Employer? Yes No Federal Employer Identification Number _____ Number of Employees: _____

EMPLOYER INFORMATION

Business Name: _____ Type of Business: _____
Address: _____ City: _____ State: _____ Zip Code: _____
Contact Person's Name: _____ Contact Person's Job Title: _____
Job Site Address: Street: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Ext.: _____ Fax Number: _____
Website Address: _____ Email Address: _____
Type of Employer: Private Sector Local State Federal Government
Non Profit Education (Higher) Education (K-12)

JOB DESCRIPTION

Open Position(s):	Job Type:
Job Title: _____	Full time (30+ hours) Part time (less than 30 hours)
No. of openings: _____	Full and part time PRN (as needed)
Requested no. of applicants: _____	Certification / Licensure: _____
Post Date: _____	Computer Skills Required:
Est. Hire Date: _____	None Basic Skills Skilled Proficiency
Job duties: (includes knowledge, skills, and abilities; please see page 3 to add more detailed description.)	Specific Software Needs: _____
	Minimum Age Requirements? Yes No
	Reason? _____
	Lifting Requirements Yes No
	If yes, heaviest in pounds _____
	Driver's License required? Yes No
Accessible by Public Transportation? Yes No	Type / Class of DL _____ Max # of Points _____

Hiring Procedures:

Drug Screen

Reference

Background

Bonding

Credit Check

MVR

Other: _____

Required Testing?

Yes

No

If yes, please specify: _____

Administered by:

Employer will perform

CareerSource Citrus Levy Marion will perform

Minimum Education Requirements:

High School Diploma or GED

1 year of College or Technical School

2 years of College or Technical School

3 years of College or Technical School

Vocational School Certificate

Associate's Degree

Bachelor's Degree

Master's Degree

Doctorate

Specialized Degree (MD, DDS)

Minimum Months Experience: _____**Salary Range:** From: _____ to: _____ **Per:** Hour Week Year Other*

(*List details here): _____

Pay Comments:

Depends on Experience

Will discuss with applicant

Commission only

Per Diem

Salary + Commission

N/A

Piece Rate

Salary + tips

Salary + bonus

Is supplemental compensation offered?

Yes

No

Use of car

Expense Allowance

Pager or cell phone

Other: _____

Total # Hours Per Week: _____**Shift:** N/A Day Evenings/Swing Night/Graveyard Rotating Split *Other:

(*List details here): _____

Schedule:

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Benefits:

Health

Dental

Retirement Plan

Child Care

None

Other

If other, explain: _____

Method to Apply: apply in person call for appointment

apply at company website _____

Send resume by: Fax Email Postal Mail

1. Is this a green job? Yes No If yes, how?

Promotes conservation of natural resources Promotes sustainability of natural resources Reduces energy usage

Job lowers carbon emissions Job protects the state's natural resources Other: _____

2. Veteran's Preference? Yes No

3. Are you a Federal Contractor / Mandatory Lister? Yes No

4. Does a court order affirmative action require this posting? Yes No

5. Does this position require Security Clearance? Yes No If yes, type of clearance: _____

6. Is this job in an Enterprise Zone? Yes No

7. Is this a mandatory job order being filled in connection with an application to the Department of Labor to employ H2B, temporary non- agricultural guest workers in the United States? Yes No

Please list job duties, skills and abilities requested for this position. You may attach an additional job description if needed.

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