

## JOB POSTING SUBMISSION FORM

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

Address: \_\_\_\_\_  

Street Address
City
State
Zip Code

Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

FEID Number: \_\_\_\_\_ Federal Contractor:  Yes  No

### Job Details

Position Title: \_\_\_\_\_ Number of Openings: \_\_\_\_\_

Pay Rate or Range: \_\_\_\_\_ to \_\_\_\_\_ Work Hours: \_\_\_\_\_ Total hours per week: \_\_\_\_\_

Full Time  Part Time  Permanent  Per Diem  Temporary

Days to work:  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Benefits Offered:  Medical  Dental  Vision  Retirement (401(k), 403(b), etc.)

Job Site Address: \_\_\_\_\_  

Street Address
City
State
Zip Code

Job Description:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Education Level Required: \_\_\_\_\_ Years/Months of Required Experience: \_\_\_\_\_

Licenses/Certifications Required : \_\_\_\_\_

Employer Conducts:  Drug Screening  Background Check  Motor Vehicle Records Check

### Application Method:

Apply Online  Generic Application  Email Resume  Apply in Person

Special Application Instructions: \_\_\_\_\_

*Contact person for this job:*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Preferred Method of Contact:  Email  Work Tel#  Cell#

### Candidate Screening

For job orders that meet wage and industry criteria, CareerSource Research Coast (CSRC) screens candidates for experience matching the job description and position requirements at no cost. CSRC does not conduct criminal or financial background screenings on candidates

Would you like CareerSource Research Coast (CSRC) staff to prescreen your candidates prior to referral?  Yes  No

How often would you like to be contacted for job posting status/follow up?  Daily  Weekly

Are you a 2nd Chance Employer?  Yes  No Are you willing to hire Non-Traditional Talent?  Yes  No

### Skills Proficiency and Workplace Behavior Assessments

For a minimal cost, CSRC offers specialized skills and workplace behavior assessments to help you make sound hiring decisions. If you are interested in these assessments, please make your selection below and CSRC will contact you upon receipt of this order form.

Skills Proficiency Assessment - \$15/candidate  Workplace Behavior Assessment - \$10/candidate

### For Staff Use Only

ONET Code: \_\_\_\_\_ Job Order #: \_\_\_\_\_