



JOB POSTING SUBMISSION FORM

Company Name: _____

Address: _____
Street Address City State Zip Code

Company Phone: _____ Fax: _____

FEIN 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 Second Chance Employer? Yes No Are you willing to hire non-traditional talent? ? Yes No

For Staff Use Only
ONET Code: _____ Job Order #: _____