**JOB ORDER FORM**

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

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Federal ID#:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Address:** ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Website:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Number of Openings**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Location** Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City / ST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Type** Regular\_\_\_\_ Internship\_\_\_\_ Apprenticeship\_\_\_\_\_ Federal Contractor\_\_\_\_\_\_ Agriculture/FLC/H2A\_\_\_\_\_\_

**Employment Type** Employee\_\_\_\_\_ Contractual\_\_\_\_ Temporary\_\_\_\_\_

**Hours Per Week**: \_\_\_\_\_\_\_\_\_ Full Time\_\_\_\_\_\_\_\_\_\_\_ Part Time\_\_\_\_\_\_\_ Per Diem \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Days:** S M T W T F S **Shift:** 1 2 3 Rotating Split **Work Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pay Rate** Hourly $\_\_\_\_\_\_ Range $\_\_\_\_\_\_\_ to $\_\_\_\_\_\_ **Keep Confidential?** YES NO

**Years/Months of Experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Minimum age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education Requirements** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**License/Certification Requirements** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Description / Skills** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Benefits:** Medical\_\_\_\_\_ Dental\_\_\_\_ Sick Leave\_\_\_\_\_ Vacation\_\_\_\_\_ Retirement/401K\_\_\_\_\_ Paid Holidays\_\_\_\_\_\_

**How to Apply** Website\_\_\_\_ Resume\_\_\_\_ Application\_\_\_\_ Email\_\_\_\_ In-Person\_\_\_\_\_ Phone\_\_\_\_\_\_ Fax\_\_\_\_\_\_ At OMJ Center\_\_\_\_\_\_

**How long do you want to keep the job posting Open?** (Maximum is 3 months) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I want job seekers to see my company name & address?** YES NO

**Attached Job Notice or Flyer?** YES NO

**I would like to have a hiring event.**  YES NO

**I would like to participate in the Annual Job Fair** YES NO