



Job Order Form

Company:		FEIN:	Date:
Address:			
City:	State:	Zip:	Worksite City/Zip:
Company Contact for Job Posting:		Contact Title:	
Contact Phone #:		If different, phone # for applicants:	
Contact E-mail:		E-mail for applicants:	
Company Website:		Fax #:	
Company Description:		Company Size:	
Industry Type: <input type="checkbox"/> Manufacturing <input type="checkbox"/> Service <input type="checkbox"/> Construction <input type="checkbox"/> Retail <input type="checkbox"/> Agriculture <input type="checkbox"/> Healthcare <input type="checkbox"/> Finance, Insurance, Real Estate <input type="checkbox"/> IT <input type="checkbox"/> Other (please specify):			
Position Title:		Number of Openings:	Minimum Age Required:
Length of Posting: <input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days		Post to: <input type="checkbox"/> OhioMeansJobs.com <input type="checkbox"/> WF1 (Butler) site	
Responsibilities/Job Duties: (describe duties, equipment used, physical demands, and working conditions)			
How should the applicants be advised to contact your company concerning the job opening? (Check all that apply) <input type="checkbox"/> Mail Resume/application <input type="checkbox"/> Fax resume/application <input type="checkbox"/> In person <input type="checkbox"/> Call In <input type="checkbox"/> Website <input type="checkbox"/> Email Other (please specify):			
Wage:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hrs/wk: Length: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Work Days: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday			
Available Benefits:			
Minimum Education Required: <input type="checkbox"/> No Grade Completion <input type="checkbox"/> High School Degree or Equivalent <input type="checkbox"/> Vocational Degree <input type="checkbox"/> Some College Coursework <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree			
Specific Skills/Training or Certification Requirements:			
How did you hear about OhioMeansJobs Butler County? <input type="checkbox"/> Agency Website <input type="checkbox"/> Newsletter <input type="checkbox"/> Chamber Member <input type="checkbox"/> Newspaper <input type="checkbox"/> Referral from: <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Email <input type="checkbox"/> Walk-in <input type="checkbox"/> Flyer/Mailer <input type="checkbox"/> Other (please specify):			

ONCE COMPLETE, EMAIL BACK TO Tom Duffy: duffta@ohioworkforce.com