EMPLOYER JOB ORDER FORM

Business Services
1020 Bolivar Road
Cleveland, Ohio 44115
216.664.3431 ● Fax: 216.443.5950
www.employmentconnection.us

Date:

COMPANY INFORMATION

COMPANY NAME	FEDERAL TAX ID NUMBER
CONTACT NAME/TITLE	ADDRESS / CITY / ZIP CODE

PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

OWNERSHIP
☐ Association ☐ Federal ☐ State ☐ Corporation ☐ Partnership ☐ Private ☐ Proprietorship

EMPLOYER SECTOR ☐ Public for Profit ☐ Government/not for profit ☐ Private for profit	FEDERAL CONTRACTOR ☐ Federal ☐ State ☐ None ☐ Both Federal & State

INDUSTRY
☐ Healthcare or Medical ☐ Manufacturing ☐ Service ☐ Banking, Finance, or Insurance
☐ Government, Education or Non-Profit ☐ Trades

POSITION OR POSITIONS AVAILABLE

JOB TITLE	WORK ADDRESS		CITY	

STATE	ZIPCODE	COUNTY	OPEN DATE	CLOSE DATE	MIN HRS/WEEK	MAX HRS/WEEK

MINIMUM SALARY $ PER	MAXIMUM SALARY $ PER	NO. OF OPENINGS	MAXIMUM NO. OF REFERRALS	SELECT ONE ☐FT ☐PT ☐SEAS ☐TEMP

SELECT WORKDAYS
☐ SUN ☐ MON ☐ TUE ☐ WED ☐ THU ☐ FRI ☐ SAT

SELECT SHIFT(S)
☐ 1ST ☐ 2ND ☐ 3RD ☐ SPLIT ☐ ROTATING

CHECK IF REQUIRED PRIOR TO HIRE FOR THIS POSITION: ☐ Background Check ☐ Drug Screen ☐ Driver's License

JOB DESCRIPTION/JOB TITLE

BENEFITS
☐ 401K ☐ Childcare ☐ Dental ☐ Educational Assistance ☐ Health Insurance
☐ Paid Holidays ☐ Retirement Benefits ☐ Sick Leave ☐ Vacation ☐ No Benefits

CONTACT METHOD
☐ Employment Connection ☐ In-person ☐ Phone ☐ Fax ☐ Mail ☐ Email ☐ Apply online

PUBLIC DISCLOSURE
☐ FULL DISCLOSURE (All contact information shown) ☐ PARTIAL DISCLOSURE (Only job information shown/ must contact EC) ☐ NON-DISCLOSURE (Only viewed by EC staff- not disclosed publicly)

APPLICANT

DESIRED SKILLS (3-5 key skills sets required)

EXPERIENCE REQUIRED: ☐MONTHS ☐YRS. **MINIMUM EDUCATION REQUIRED**:

OFFICE USE ONLY

BUSINESS SERVICE CONSULTANT	BSC EMAIL ADDRESS	BSC PHONE NUMBER
FAX NUMBER 216-443-5950	JOB TYPE ☐ Regular Employment ☐ Job Development ☐ Alien Certification ☐ Mass Recruitment	
JOB CATEGORY	SCOTI JOB TITLE	ASSIGNED JOB ORDER NUMBER

Rev. 10/01/10