Ohio MEANS Jobs

Cleveland – Cuyahoga County

CONSTRUCTION

JOB ORDER FORM

Business Services
1020 Bolivar Road
Cleveland, Ohio 44115
216.664.2905 ● Fax: 216.443.5950
www. ohiomeansjobs.com/cuyahoga

PLEASE EMAIL OR FAX THIS FORM TO:
Assistant Mgr: Jen Martinez
Email: jen.martinez@ulagency.org

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

POSITION(S) AVAILABLE

JOB TITLE	WORK ADDRESS		CITY

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

MINIMUM SALARY	MAXIMUM SALARY	NO. OF OPENINGS	MAXIMUM NO. OF REFERRALS	SELECT ONE
$ PER	$ PER			☐ 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

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

CONTACT METHOD
☐ OhioMeansJobs|CC ☐ In-person ☐ Phone ☐ Fax ☐ Mail ☐ Email ☐ Apply online

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

APPLICANT

DESIRED SKILLS (3-5 key skills sets required)

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