



JOB ORDER REQUEST FORM

If you have any questions while completing this form, please call and speak to your Business Development Coordinator/Manager or call Toll Free 800-746-9950. You may submit this document to joborder@careersourceclm.com or by fax to 352-732-1703. You will be contacted to confirm this job order entry.

*Are you a New Business? ☐ Yes ☒ No
*Federal Employer Identification Number: _____
*Number of Employees: _____ How did you hear about us? Please select one _____

BUSINESS INFORMATION (fields with a "*" are required fields)

*Business Name: _____ *Type of Industry: _____
*Address: _____ *City: _____ *ST: _____ *Zip: _____
*Contact Person's First Name: _____ *Last Name: _____ *Job Title: _____
*Telephone Number: _____ Ext: _____ Fax Number: _____
Website Address: _____ *Email Address: _____
*Job Site Address (if different from above): _____
City: _____ ST: _____ Zip: _____
*Type of Business (please select only one option): ☒ Private Sector ☐ State ☐ Federal ☐ Government
☐ Non Profit ☐ Higher Education ☐ Education (K-12)

JOB DESCRIPTION (fields with a "*" are required fields)

*Job Title: _____ *Number of openings: _____
*Job Status: ☒ Full-time ☐ Part-time ☐ PRN ☐ Other, please explain: _____
Computer Skills Required: _____
*Minimum Age Requirement? _____ Reason: ☐ Hazardous Occupation ☐ Hours of Work ☐ Alcohol
*Driver License required: ☐ Yes ☐ No Type / Class of CDL: _____
Accessible by Public Transportation? ☐ Yes ☒ No Remote work/work at home? ☐ Yes ☒ No
*Hiring Requirements (Check all that apply): ☐ Drug Screen ☐ Reference ☐ Background ☐ Bonding
☐ Credit Check ☐ MVR ☐ Other _____
Skills Assessment Required? ☐ Yes ☐ No If yes, please specify: _____
*Minimum Education Requirements: ☒ None/less than HSD/GED ☐ High School Diploma or GED
☐ Years of College or Technical School ☐ Vocational School Certificate ☐ Associate Degree ☐ Bachelor's Degree
☐ Master's Degree ☐ Other i.e. Doctorate/Specialized Degree: _____
*Minimum Months Experience: _____ Is this a second chance opportunity? ☐ Yes ☐ No

Salary Range (Recommended)

From _____ to _____ Per: ☐ Hour ☐ Week ☐ Year ☐ Other: _____

Pay Comments: ☒ Depends on Experience ☐ Will discuss with applicant ☐ Commission only ☐ Per Diem
☐ Salary and Commission ☐ N/A ☐ Piece rate ☐ Salary +tips ☐ Salary +bonus

Is supplemental compensation offered? ☐ Yes ☐ No **Does this job pay minimum wage (\$15 per hour) or above?** ☒ Yes ☐ No

☐ Use of car ☐ Expense Allowance ☐ Pager or cell phone ☐ Other: _____

***Total number of hours per week:** _____

***Shift:** ☐ N/A ☐ Day ☐ Evening/Swing ☐ Night/Graveyard ☐ Rotating ☐ Split ☐ Other: _____

Benefits: ☐ Health ☐ Dental ☐ Vision ☐ Retirement Plan ☐ Child Care ☐ None ☐ Other: _____

***Method to Apply:** ☐ Apply in person ☐ Call for appointment ☐ Apply at company website: _____

Send resume by: ☐ Fax ☐ Email ☐ Postal Mail

Is this a green job?: ☐ Yes ☒ No If yes, how? _____

***Are you a Federal Contractor/Mandatory Lister?** ☐ Yes ☒ No ***Veteran's Preference?** ☐ Yes ☒ No

Is Disability Preference given to this job order? ☐ Yes ☒ No

Does a court order affirmative action require this posting? ☐ Yes ☒ No

Is this a mandatory job order being filled in connection with an application to the Department of Labor to employ H2B, temporary non-agricultural guest workers in the United States? ☐ Yes ☒ No

***Staffing Agency or Third Party Administrator (TPA) – are you representing another business or organization by posting this position?** ☐ Yes ☒ No

If yes – do you have permission from the business organization to post this position? ☐ Yes ☐ No

If yes – what is the name of that business? _____

***Job Duties (include knowledge, skills, and abilities). If more space is needed, you may either attach an additional document or job description:**

Permission to Create and/or Update Employ Florida Registration Business Profile and Job Order.

CareerSource Citrus Levy Marion (CSCLM) uses the Employ Florida jobs database to match job candidates with available and open job vacancies. By submitting this job order FM-CS-105, you are providing permission to add this job order and/or update your Employ Florida Registration as needed.

Submit Form

CareerSource Citrus Levy Marion is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers listed above may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. If you need accommodations, please call 352-840-5700, ext. 7878 or e-mail accommodations@careersourceclm.com at least three business days in advance. Additionally, program information may be made available in Spanish upon request. A proud partner of the American Job Center network