



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? _____

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

*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 (\$10 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.

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