



1. COMPANY AND CONTACT INFORMATION

Federal Employer Tax # (Required): _____ User ID: _____
Company Name: _____ Address: _____
City: _____ State: _____ Zip: _____
Type of Business: _____ Contact Person: _____
Telephone #: _____ Fax #: _____ E-mail Address: _____
Job Location (i.e. Dania, Davie): _____ [] Please check if this is your first job listing with CareerSource Broward.
How did you learn about CareerSource Broward? Please check all that apply: [] Newspaper Ad [] Chamber of Commerce
[] CareerSource Broward Visit [] SFMA [] TV [] MIA SF [] Assoc. Speaker [] Radio [] Other

2. JOB DETAILS

Job Title: _____ Number of Open Positions: _____
Position Open/Posting Date: _____ Position Close Date: _____
Type of Job: [] Regular [] Seasonal [] Temporary [] Contract Job Status: [] Full-time [] Part-time [] Full-time/Part-time
Anticipated Job Duration: [] >150 days [] 4-150 days [] 1-3 Days
Does this job fall within any of the following Special Categories: [] Summer Youth Program [] Youth Opportunity Grant
[] Non-paid Internship [] On-the-Job Training [] Seasonal [] Paid Internship

3. DETAIL JOB DESCRIPTION

[Empty box for job description details]

4. Enter other specific skills required (e.g. degrees, certifications, software knowledge, etc.)

[Empty box for other specific skills]

5. Pre-Employment Testing: [] No Testing [] Employer proctored test [] Job center proctored test [] Other

Provide a brief description of testing performed

[Empty box for testing description]

6. HIRING REQUIREMENTS

- [] Drug Screening [] Background Checks [] Credit Checks [] Reference Checks [] Bonding [] Motor Vehicle Record

Specify other hiring requirements:

[Empty box for other hiring requirements]



MINIMUM LEVEL OF EDUCATION REQUIRED

- No High School/GED GED HS Diploma 1 yr. College/Voc. 2 yrs. College/Voc. 3 yrs. College/Voc.
 Vocational Certificate Associates Degree Bachelors Masters Doctorate Specialized Degree (MD, DDS)

Months of Experience Required in Occupation: _____ Is a Driver's License required for this position? Yes No

If yes, please detail the license class and any special endorsements required:

Commercial License Certification

- Class A - Any vehicle w/ GVWR>26000/Tow vehicles w/GVWR>10000 Class B - Any vehicle with GVWR > 26000
 Class C - Vehicle carrying 15 persons OR placardable amounts of hazardous materials AND GVWR <26001
 Class E - Private Vehicle Class E - Learner Motorcycle Also Motorcycle ONLY

***Drivers License Endorsements:**

- T -CDL - Double / Triple Trailers P -CDL - Passenger Bus N -CDL -Tankers H - CDL - HAZ-MAT
 X - CDL - Combo-Tanker/Hazardous K - CDL - No Operator of airbrakes CDL - ICC Physical

COMPENSATION/HOURS/BENEFITS

Minimum Salary: _____ Basis for unit of salary/pay: Hour Day Week Month Year Quarter Other

Maximum Salary: _____ Pay Comments: Depends on experience Will discuss w/applicant Commission only

Hours per week: _____ Salary + Commission Piece rate Salary+Tips Salary+Bonus N/A

Shift: Day Evening Night Rotating Split Other, see job description

Benefits offered: Medical Dental Vision Vacation Sick Leave Job Share 401K Pension Uniforms

Meals Life Insurance Child care Holidays Relocation Company Car Paid Time Off Tuition Assistance

Flex-time Stock Options Expense Account Other None

Supplemental Compensation: N/A Vehicle Expense Allowance Pager/Cell phone Other

Please specify any additional benefits or supplemental compensation offered:

[Empty box for additional benefits or supplemental compensation]

Is this job accessible by public transportation? Yes No

JOB ORDER VISIBILITY

How would you like for your job order to be advertised?

Open to the general public allowing all qualified candidates to apply (This will yield a greater response to the advertisement and allow you the opportunity to perform pre-screening based upon the criteria set by your organization).

Pre-screening performed by CareerSource Broward placement team prior to referral (This option will yield a lower response, however, trained CareerSource Broward Placement Representatives will pre-screen candidates according to the skills, experience, and education outlined in this job order and refer only those candidates meeting the requirements set forth in this requisition).

JOB APPLICATION METHODS ACCEPTED

Online Resume E-mail Fax Call for Appointment Mail Online Application Company Application Website:

http://www. _____ Apply inPerson (DaysHours) _____

Is this order under Federal contract: Yes No Is this job order "Veterans Preference"? Yes No

Is this an Alien Labor Certification order? (i.e., Are you working with an immigration attorney to hire someone outside of the U.S.?) Yes No

Thank you for choosing CareerSource Broward to assist with your human resource needs.