

Request for applicants / Job order form

To help ensure that we find the best employee matches for you, please provide as much information as possible. If you need help or want to make changes to your job listing call WorkSource at _____ . PLEASE NOTIFY US WHEN YOU HAVE FILLED YOUR POSITION WITH THE NAME AND START DATE OF PERSON(S) HIRED, SO WE CAN KEEP YOUR RECORDS UPDATED. THANK YOU

Submit form via fax to _____

Submit form via email to _____

Business information

Date: _____

Company name: _____ UBI number: _____ Oregon/Fein# _____

Contact name & title: _____ Email: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Fax: _____ # of employees: _____ Web site: _____

Job description/duties (Please attach a formal job description, if available) American Recovery and Reinvestment Act Job (ARRA)

Job title: _____ Number of openings: _____ Union: Yes No

Job site address (if different from above): _____

Description: (example: installs, performs, etc.) _____

Hours/days/schedule

Duration of job: Part-time: min\max hrs. _____ Full-time Seasonal, how long? _____ Contract option

Temporary, how long? _____ Work hours: _____

Work shifts: Days Swing Graveyard Rotating All shifts On-call 24-7

Work days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Public transportation? Yes No Route line? _____

Job requirements

Education: _____ Months experience: _____ In what discipline? _____

License/certification/permit: _____

Minimum age: _____ Reason, if over 18 required: _____

Valid WA state driver's license: Yes* Abstract: Yes CDL endorsements: Yes Class: _____ Personal vehicle Insurance: Yes

Computer skills: Outlook Word Excel Access PowerPoint WPM: _____

Clerical skills needed: _____ Other: _____

English language skills: Speak Read Write Understand Bilingual: _____

Pre-employment requirements: Drug test Criminal background check Credit check Bondable References

Tools required? _____ Lifting capacity: _____ lbs. Frequency: _____

