



# JOB ORDER FORM

Today's Date: \_\_\_\_\_

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**FAX : 813-930-7570**

**PHONE: 813-397-2090**

**EMAIL: [joborders@careersourcetampabay.com](mailto:joborders@careersourcetampabay.com)**

The position will be posted on the State of Florida website: [www.employflorida.com](http://www.employflorida.com).

Additionally, we offer to post your listing for free on our [TampaBayIntern.com](http://TampaBayIntern.com) website to attract qualified Interns and/or Veteran candidates. Select the appropriate box below to participate and have your position listed:

TampaBayIntern.com

On-The-Job (OJT)/Paid Work Experience (PWE)

To ensure a complete and accurate posting, please provide detailed information in each area of the Job Order form.

## EMPLOYER INFORMATION:

Employer/Company Name: \_\_\_\_\_ FEIN #: \_\_\_\_\_

Keep company name confidential?:  Y or  N Type of Business: \_\_\_\_\_

Are you a Federal Contractor?  Y or  N Do you prefer to hire Veterans?  Y or  N

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Worksite Location (if different from above and please include Zip Code): \_\_\_\_\_

## POSITION: NOTE → COMMISSION ONLY POSITIONS WILL NOT BE POSTED!

Job Title: \_\_\_\_\_ Number of Openings: \_\_\_\_\_

Minimum Education Level required: \_\_\_\_\_ Years/Months Experience: \_\_\_\_\_

Required Job Knowledge, Skills and Abilities for position (i.e., certifications, ability to lift amount, etc...):

\_\_\_\_\_

Preferred Education and /or Skills: \_\_\_\_\_

Is the position  Temporary or  1099? How long will the position last? \_\_\_\_\_

Driver's license required  Y or  N If yes, what type? :  Operator's  CDL class: \_\_\_\_\_

If CDL license, what endorsements, if any?: \_\_\_\_\_

Is job accessible to public transportation?  Y or  N

**JOB DESCRIPTION with DAILY TASKS & RESPONSIBILITIES:** (Be specific. Attach additional sheets if necessary.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**WORK ENVIRONMENT:** (i.e., indoor, outdoor, office, warehouse, sitting/standing, A/C, dress code, etc...)

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## HIRING BENEFITS AND REQUIREMENTS:

(Select One Below)

Pay Rate: Minimum \$ \_\_\_\_\_ Maximum \$ \_\_\_\_\_  hourly  weekly  annually

Pay Comments:  Depends on experience  Base + Commission  Base + Bonus  Base + Tips

Workdays: (check all that apply)  Mon  Tues  Wed  Thu  Fri  Sat  Sun

Shift (check all that apply):  1st/Day  2nd/Evening  3rd/Night or Graveyard

Shift Hours: Start time \_\_\_\_\_ End time \_\_\_\_\_ Total Hrs per week: \_\_\_\_\_

Position Status (check all that apply):  Full-Time  Part-Time  Both FT & PT  PRN (as needed)

Do you offer Benefits? \_\_\_\_\_ If yes, check all that apply below:

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Medical        | <input type="checkbox"/> Holidays           | <input type="checkbox"/> Stock Options         | <input type="checkbox"/> Expense Account          |
| <input type="checkbox"/> Dental         | <input type="checkbox"/> Sick Leave         | <input type="checkbox"/> Retirement/Pension    | <input type="checkbox"/> Profit Sharing           |
| <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Tuition Assistance | <input type="checkbox"/> Relocation Assistance | <input type="checkbox"/> Extended Sick Leave      |
| <input type="checkbox"/> Vision         | <input type="checkbox"/> Job Share          | <input type="checkbox"/> Uniform Allowance     | <input type="checkbox"/> Flexible Benefit Account |
| <input type="checkbox"/> Child Care     | <input type="checkbox"/> Flex Time          | <input type="checkbox"/> Company Vehicle       | <input type="checkbox"/> Meals                    |
| <input type="checkbox"/> Vacation       | <input type="checkbox"/> 401 K              | <input type="checkbox"/> Other: _____          |   |

Pre-employment screenings required?  Y or  N

If yes, what type (check/circle all that applies)?

**Drug Screen:**  Pre-Employment  Random **Background Checks:**  Local  State  Federal: How far back? \_\_\_\_\_ Years

Credit Checks  Reference  Bonding  Motor Vehicle Record Check

Are you a Drug Free Workplace? \_\_\_\_\_

\*For staff purposes only \* Acceptable Background Criteria? (Reason: If we are working with someone with a specific background, that we are aware of, we will not discuss your job with them) \_\_\_\_\_

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**INTERVIEW/HIRING PROCESS:** (Please describe the hiring process, i.e. interview (phone/ panel/ one-on-one) / # of interviews / determination process / assessments or tests)

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**APPLICATION PROCESS:** (How would you like candidates to apply from this listing?)

- Email  Fax Resume  Mail  Call for appointment  Apply in person
- Apply on Company Website: \_\_\_\_\_

**SPECIAL INSTRUCTIONS OR REQUESTS** (i.e. specific application times, person to ask for when applying, job code, etc...): \_\_\_\_\_

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*CareerSource Tampa Bay is an equal opportunity employer/ program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Services at 711.*