



JOB ORDER FORM

Today's Date: ____/____/____

Phone: 813-397-2089
Fax: 855-503-2977
joborders@careersourcetb.com

The position will be posted on the State of Florida website: www.EmployFlorida.com.

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 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): _____

Job Title: _____

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?: _____

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

HIRING BENEFITS AND REQUIREMENTS: Do not display salary requirements to job seekers

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

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

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

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

Do you offer Benefits? _____

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

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: _____