



Job Order Request Form

Federal Employer Identification Number (FEIN) _____

Employer/Company Name _____

Company Name _____

Address _____

City/Town _____

State _____

Zip _____

Company Website _____

Phone Number _____

Type of Business _____

Number of Employees _____

Are you a Federal Contractor? Yes No

Job Title / Occupation _____

ONet Code (www.onetonline.org) _____

Location / Worksite of this Job _____

Employer Primary Contact

Name _____

Title _____

Email Address _____

Phone Number _____

Job Details

Positions Available _____

Type of Job Regular Temporary Seasonal Contract Volunteer

 Internship Apprenticeship On the Job Training

Is this a Remote Job? Yes No

Detailed Description of Tasks Assigned

Hiring Requirements

Skills/Equipment/Tool Requirements (If Any) _____

Will you require:

Drug Testing/Screening

Background Checks

Credit Check

References

Federal Bonding

Motor Vehicle Record Check

Other (Explain in Job Description

Specialized Testing

Level of Security Clearance Required:

No Clearance

Active Confidential

Active Secret

Active Top Secret

Active Top-Secret SCI

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Age and Education

Age Requirement Yes No

If yes: Age and Reasoning _____ Alcohol Insurance Other (Explain in Job Description) Hazardous Special Program/Category Hours of Work Federal Bonding

Minimum Education Required, If Any _____

Minimum Experience Required (in Months) _____

Valid Driver’s License Required Yes No Specified Class (CDL, Endorsements, etc.) _____

Salary Range / Wage

Monthly Hourly Weekly Yearly Daily

Will Discuss at Interview

Hours and Days to be Worked: _____

Are the wages less than current Minimum Wage due to ‘Tipped’ Income? Yes No

Benefits Offered

Medical	Tuition Assistance	Company Vehicle
Dental	Job Share	Other _____
Life Insurance	Flex-Time	None
Vision	401K	Expense Account
Child Care	Stock Options	Profit Sharing
Vacation	Retirement/Pension	Extended Sick Leave
Holidays	Relocation Assistance	Flexible Benefit Account
Sick Leave	Uniform Allowance	Travel Allowance

Application Methods

How would you like the candidate to apply? Call for appointment Email Fax

EmployFlorida By Mail

In Person Company Website

Provide Company Website if desired application method _____

Download and Email Form to joborders@careersource.com as an Attachment

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