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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

This project is fully supported by the U.S. Departments of Labor, Health and Human Services, Education, and Agriculture as part of awards totaling \$3,174,965, with 0% financing from non-governmental sources.

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 Service at 711.

Updated 10/2025

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	

Age and Education

Age Requirement	Yes	No	
If yes: Age and Reasoning	_____	Alcohol	Hazardous
		Insurance	Hours of Work
		Special Program/Category	Federal Bonding
		Other (Explain in Job Description)	
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@careersourceow.com as an Attachment

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