

OHIO MEANS JOBS- Employer Job Order

OhioMeansJobs Erie County
221 W. Parish St., Sandusky Ohio 44870

Phone: (419) 624-6451

Fax: (419) 624-6459

Email: OMJ-ErieCo@jfs.ohio.gov

EMPLOYERS: Providing the information below will help us post to find promising candidates for employment in your organization. Please complete this form and return by Email. You may also use this form as a guide when placing an order by phone or by fax.

Company Name

Is this a Green Job:

Date / /

Address *Street*

City

State

Zip Code

Contact Person and title

Telephone no.

Fax No.

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Worksite address, if different from above

Licenses/Certifications Required:

Email

Job Title

Number of openings

How should applicants be advised to contact your company concerning the job openings?

- Mail resume/application FAX resume/application Apply directly at location Call direct
 OhioMeansJobs Erie County Collects Resume Email Resume _____ Apply Online _____

JOB DESCRIPTION: Briefly describe the job duties, skills required, equipment used, physical demands, and working conditions. (Continue on reverse or attach a detailed job description, if one is available.)

Requested Job Posting Date: _____ Requested Job Closing Date: _____

Years of education _____ Minimum Degree _____

Minimum Age _____

Months of Exp. _____

Job Length:

- Permanent Full Time Temporary, duration _____ Part time, hours/week _____ Internship

Wages:

From \$ _____ to \$ _____ per _____

Hours: S M T W T F S

From: _____ To: _____

Overtime paid

Rotating shift

Benefits:

- Medical
- Dental
- Vision
- Life
- Paid Sick Leave
- Paid Vacation
- Retirement Plan

Hiring Requirements:

- Own Tools
- Physical/Drug Test
- Reference Check
- Driver's License Type _____
- Employment Test
- Must join Union
- Other: _____

Instructions for completion:

Company Name: complete name of company/business

Date: date of request

Address: complete

Contact Person and Title: Name of contact person to whom job matches will be sent too

Job Title: title of announced position

Job Description: if completed electronically please submit in Microsoft Word format or other clip and paste capable format.

Requested Job Posting Date: date of desired posting in OHIOMEANSJOBS

Requested Job Closing Date: date of desired removal from OHIOMEANSJOBS

Note: if no specific time is designated within the job description the announcement will be active for total of 30 days. The maximum post time is 90 days.

If there are questions that arise in completing this form please feel free in contacting an OhioMeansJobs Erie County Representative:

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Continuation:

