

**Employer's Information**

**Today's Date:** \_\_\_\_\_ **EFM User Name:** \_\_\_\_\_  
**Zip Code:** \_\_\_\_\_ **FEID #/SSN:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_ **UC ID #:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_  
**Mail Address:** \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_  
**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Web:** \_\_\_\_\_  
**Job Application Web Link:** \_\_\_\_\_  
**Number of Employees:** \_\_\_\_\_ **Products:** \_\_\_\_\_  
**Type of Ownership:**  Private  State  Local  Federal  International  Non-Profit  Higher Ed  Ed K-12  
**Benefits:** \_\_\_\_\_

**Job Details**

**If location or contact has been added or changed, annotate changes above with (Rev or Add)**

**Position Title:** \_\_\_\_\_ **Number of Openings:** \_\_\_\_\_  
**Post Date:** \_\_\_\_\_ **Close Date:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_  
 Full time  Part time  Temp.  Seasonal  Full and/or part time **Duration:**  Over 150  4 - 150  1-3  
**Category:**  Job Shadowing  Summer Youth  Internship **No. of Referrals:** \_\_\_\_\_

<b>Job Description</b>	
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**Other Requirements:** \_\_\_\_\_  
**Min. Age:** \_\_\_\_\_ **Reason:**  Alcohol  Haz  Hours  Ins  Other  Special Program  
**Test:**  Employer will Perform  Work Force Test  Other  None  
**Description:** \_\_\_\_\_  
**Hiring Requirements:**  Drug Screen  Background  Credit  Reference  Bonding  
 Other **Describe:** \_\_\_\_\_  
**Education Required:** \_\_\_\_\_ **Months Experience:** \_\_\_\_\_  
**Drivers License:**  Yes  No **Type:** \_\_\_\_\_ **Endorsements:** \_\_\_\_\_  
**Salary:** **Min:** \_\_\_\_\_ **Max:** \_\_\_\_\_ **Basis:** \_\_\_\_\_  
**Pay Comments:** \_\_\_\_\_ **Supplemental:** \_\_\_\_\_  
**Type:**  Car  Expense  Phone  Other  N/A  
**Hours per Week:** \_\_\_\_\_  Day  Evening  Night  Rotating  Split  Other  
**Benefits Description:** \_\_\_\_\_  
**Public Transportation:**  Yes  No  
**Posting Options:**  #1 Full Disclosure  #2 Suppressed  #3 Staff Only  
**Application Methods:**  On Line  Email  Fax  Employment Connections  Person  
 Call  Mail  Website  
**Description:** \_\_\_\_\_  
**Notification:**  Email  Message Center  Both  None  
**Other:**  Federal Contract  Court Order  Enterprise Zone **Local Office:** \_\_\_\_\_  
**Category:**  Regular  Domestic  Apprentice  WIA Exp.  OJT  TAA  Alien Cert.  
 Tax Credit Eligible  Tax Credit Requested  Tax Credit Acceptable  Job Corp  Other  
**Job Developer:**  None  Job Development  Mandatory Listing  Both **Type:**  Interstate  Local



Company Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Additional Job  
Summary  
Information:

Job order notes  
or additional  
referral  
information:

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