

**JOB ORDER FORM**

<b>Company:</b>		<b>Date:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Location:</b>
<b>Website:</b>			<b>Phone:</b>
<b>E-Mail:</b>			<b>Fax:</b>
<b>Contact Name:</b>		<b>Dept:</b>	
<b>Position Available:</b>		<b>Number of Openings:</b>	
<b>Responsibilities/Specific Skills/ Requirements:</b>			
<p><b>How should the applicants be advised to contact your company concerning the job opening?</b></p> <p>--- Mail Resume/application ----- Fax resume/application ---- In person -- Call in --- website ----email</p>			
<b>Wage:</b>	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary	<b>Shift:</b>	<input type="checkbox"/> Day <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>
<b>Available Benefits:</b>		<b>Status:</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	
<b>Minimum Education Required:</b>			
<input type="checkbox"/> Some High School <input type="checkbox"/> Associates Degree <input type="checkbox"/> High School Degree or Equivalent <input type="checkbox"/> Vocational Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree			

PLEASE RETURN THE COMPLETED COPY TO SHERRI BOWLING AT  
[Sheri.Bowling@jfs.ohio.gov](mailto:Sheri.Bowling@jfs.ohio.gov)