

**Portage Workforce Connection
SCOTI Employer Job Order**

Phone: (330) 296-2841

Fax (330) 296-7805

Dept. use only - O-Net Code _____

Order Number _____

EMPLOYERS: Providing the information below will help us select promising candidates for employment in your organization. Please complete this form and FAX it to us. **(330) 296-7805** You may also use this form as a guide when placing an order by phone.

Company Name

FEIN or UC Account No.

Date

Address *Street*

City

State

Zip Code

Contact Person and title

Telephone no.
()

Fax No.
()

Worksite address, if different from above

Goods or services produced

Directions to worksite/interview site

Job Title

Number of openings

Number to interview

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

? Mail resume/application ? FAX resume/application ? Go direct ? Call direct ? One Stop scheduled interview

JOB DESCRIPTION & MINIMUM QUALIFICATIONS: Briefly describe the job duties, skills required, equipment used, physical demands, and working conditions. (Attach a detailed job description, if one is available.)

Years of education _____ **Minimum Degree** _____

Minimum Age _____

Months of Exp. _____

Related experience that is acceptable -

Job Length:

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

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: _____