

Stark County
OhioMeansJobs
 822 – 30th Street N.W.
 Canton, Ohio 44709
 Phone: 330 433-9675



Tuscarawas County
OhioMeansJobs
 1260 Monroe St., Suite 35
 New Philadelphia, Ohio 44663
 Phone: 330 364-9777

Job Order

Job Type	<input type="checkbox"/> Regular Employment <input type="checkbox"/> Alien Certification	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Casual	<input type="checkbox"/> Domestic Work <input type="checkbox"/> Job Development	<input type="checkbox"/> Mass Recruitment <input type="checkbox"/> Statistical Placement
Job Title				
Job Description (you may attach your company job description and qualifications/requirements)				
Worksite Address				
City		State	County	Zip
Open Date			Close Date	
Minimum Hours Per Week	Maximum Hours Per Week	Minimum Salary	Maximum Salary	
Rate of Pay: <input type="checkbox"/> Hour <input type="checkbox"/> Year <input type="checkbox"/> Commission or Piece Rate			Does this position serve the oil and gas industry ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Job Openings			Experience Required (number of months)	
Duration (Please select one) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time		OR Please provide tentative length of employment for the following: <input type="checkbox"/> Seasonal _____ <input type="checkbox"/> Temporary _____		
Employer Information				
Employer Name			Employer Contact Person	
Company Address <small>(if different from worksite address)</small>				
City		State	County	Zip
Phone # () Ext.			Fax # ()	
Email Address			Federal Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No	
Tell us how applicants are to apply with your company. Please choose A. or B. below				
A. <input type="checkbox"/> <u>Apply Through OhioMeansJobs Centers</u> - Includes prescreening of resumes or company applications - Applicants apply through our organization - Resumes can be sent to employer via fax or email Please check your preferred method <input type="checkbox"/> fax to _____ OR <input type="checkbox"/> email to _____			OR B. <input type="checkbox"/> <u>Apply Directly With Your Company</u> Your company name will be revealed <input type="checkbox"/> Apply in person <input type="checkbox"/> Send email to _____ <input type="checkbox"/> Phone calls to _____ <input type="checkbox"/> Send fax to _____ <input type="checkbox"/> Apply online at _____	

Requirements

Required License, Certification, Credential or Registration:

Minimum Education Level or Degree Required <input type="checkbox"/> None <input type="checkbox"/> Grade Level Completed: _____ (no diploma) <input type="checkbox"/> High School Equivalent or GED <input type="checkbox"/> Technical/Vocational School	<input type="checkbox"/> Post-Secondary Degree <input type="checkbox"/> High School Graduate <input type="checkbox"/> Certificate of Attendance (disabled) <input type="checkbox"/> College Years Completed _____ (no degree)	<input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> Doctoral Degree
--	---	--

Lifting Capacity Light to 20 lbs. Medium to 50 lbs. Heavy to 100 lbs. Very Heavy – over 100 lbs.

Other Requirements or Restrictions

Pre Employment Testing <input type="checkbox"/> Clerical Testing: _____ <input type="checkbox"/> Criminal Background Check	<input type="checkbox"/> Driving Record Check <input type="checkbox"/> Drug Testing <input type="checkbox"/> Employment Test: _____	<input type="checkbox"/> Reference Check
--	---	--

Job Criteria <input type="checkbox"/> Bondable <input type="checkbox"/> Climbing <input type="checkbox"/> Exposure to Extreme Temperature <input type="checkbox"/> Extensive Push/Pull <input type="checkbox"/> Extensive Sitting	<input type="checkbox"/> Extensive Walking <input type="checkbox"/> Frequent Stooping <input type="checkbox"/> Live at Worksite <input type="checkbox"/> Mandatory Overtime <input type="checkbox"/> Near Public Transportation <input type="checkbox"/> Physical Examination	<input type="checkbox"/> Repetitive Movements <input type="checkbox"/> Required to Use Own Car <input type="checkbox"/> Required to Use Own Tools <input type="checkbox"/> Will Accept Trainee <input type="checkbox"/> Will Pay for Certification <input type="checkbox"/> Will Provide On The Job Training
--	--	---

Work Days Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Work Shifts 1st 2nd 3rd Split Rotating

Benefits <input type="checkbox"/> 401K <input type="checkbox"/> Child Care <input type="checkbox"/> Dental Insurance	<input type="checkbox"/> Educational Assistance <input type="checkbox"/> Health Insurance <input type="checkbox"/> Vacation	<input type="checkbox"/> Paid holidays <input type="checkbox"/> Retirement Plan Other Than 401K	<input type="checkbox"/> Sick Leave <input type="checkbox"/> No Benefits
---	---	---	---

Required Minimum Age	Drivers License Requirements Class CDL <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D – Valid Driver’s License
----------------------	--

I understand that OhioMeansJobs Centers (operated by the Workforce Initiative Association) will receive information from applicants in an effort to fill this job order. OhioMeansJobs Centers will use information provided by individuals and by employers to match needs with required or requested skills. OhioMeansJobs Centers, however, will NOT verify information provided by applicants. Accordingly, employers remain responsible to verify information provided by applicants including education, work experience, licenses and certifications, references and background checks as would be normally done. In return for our services and in order for OhioMeansJobs Centers to meet placement standards established by the Department of Labor; I agree to inform you when a referral is HIRED by completing the Job Placement Information Form and returning it to OhioMeansJobs Centers.

Agree Disagree

Instructions:
 The “Agree” box must be checked before submittal to OhioMeansJobs Centers.
 If you have printed out this form and will be filling out the hard copy version with wet ink – then the box for “Agree” must be checked off with wet ink and your wet ink signature must be filled out below before submittal to OhioMeansJobs Centers.

Signature	Date
------------------	-------------

Printed Name	Job Title
---------------------	------------------

\\wia-appserv\Users\mingold\My Documents\FORMS\Employer Services Unit\Job Order - REV 2-14.docx
 I:\Business Services\Blank forms\Job Order - REV 2-14.docx