



JOB ORDER DETAILS

EMPLOYER INFORMATION

Date: _____	FEIN #: _____
Employer Name: _____	Parent Company: _____
Physical Address: _____	County: _____
City: _____	State: _____ Zip: _____
Mailing Address: _____	County: _____
City: _____	State: _____ Zip: _____
Phone #: _____ - _____	FAX #: _____ - _____
Contact Name: _____	Job Title: _____
E-Mail Address: _____	

of Employees on site: ☐ Less than 100 Workers ☐ 100 – 499 Workers ☐ 500 or More Workers

JOB DETAILS

Job Title: _____	Number of Openings: _____	Number to Refer per Position: _____
Job Summary: _____ (Experience or Bona Fide Occupational Qualifications)		

MINIMUM Experience Required: _____	Months _____	Years _____	Tools Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate/License Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of License _____			
Typing Speed: _____ wpm	Data Entry Speed: _____	kph _____	Job Testing Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
WorkKeys® Assessment Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Has this job been profiled? <input type="checkbox"/> Yes <input type="checkbox"/> No			
MINIMUM Education Required : _____		Benefits Available: _____ (Insurance, Sick, Vacation)		
MINIMUM Salary: \$ _____	Per: (Hr/Day/Wk/Mth/Yr) _____	Commission Only? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Display Salary to Job Seeker? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Work Hours: From: _____	To: _____	Hours Per Week: _____	Shift Work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Work Days: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat	Other: _____			
Duration of Job: <input type="checkbox"/> 0 – 3 Days <input type="checkbox"/> 4 – 150 Days <input type="checkbox"/> 151 + Days				

REFERRAL METHOD

NOTE: Once we have exhausted our applicant pool, **after 10 days, we will open job orders that pay \$8/hr or less to the public and partner staff** in order to take advantage of additional resources to assist in filling your job opening. **Do you want your company name and contact information displayed to the public?** ☐ Yes ☐ No

How to apply: ☐ Fax Resume ☐ Fax Application ☐ In Person ☐ By Mail ☐ Call Employer ☐ Website

Additional Referral Instructions: _____

Upon receipt of your job order, a Job Service Representative may contact you.
If you have additional questions, please contact your local WorkForce West Virginia Career Center/Job Service.

Visit www.workforcewv.org to find the closest WorkForce West Virginia office.