



One-Stop Career Center Job Order Form



Fax this form to: (609) 518-0276

Please submit a separate job order for each job title

Employer Name _____ **Federal Employer ID No.** _____

Contact Person _____ **Title** _____

Address _____ **Federal Contractor:** Yes, No

Telephone# _____ **Fax#** _____

Employer Goods/Services _____

Position/Job Title _____ **No. of Openings** _____

Full Time or Part Time **Hours Per Week** _____ **Days per Week** _____

Temporary or Permanent

Shift: 1st, 2nd, 3rd, Varies **Days of the Week** _____

Benefits (list) _____

Job Location: **City** _____ **State** _____

Experience required: **Years** _____ **Months** _____ **Education Required** _____

Salary: Minimum _____ **Maximum** _____

Job Duties Performed _____

Specific Job Requirements (licenses, tools, skills, PC programs, etc.) _____

Referral Instructions: Fax Response, Mail Resume, Apply in Person,
 Call for an Appointment

Suppressed: Yes, No