

CareerPOINT **JOB ORDER FORM** Today's Date: _____
Business Division

Fill in the information you think we will need to get qualified candidates

Company Name: _____ FEIN Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Company Contact: _____ Title: _____

Phone Number: _____ Extension: _____ Fax Number: _____

Email Address: _____ Company Web Address: _____

Are you a Federal Contractor? _____ Employer Type: Private _____ Government _____

How did you hear about CareerPoint? _____

JOB SPECIFICATIONS: CONFIDENTIAL NOT CONFIDENTIAL

Job Title: _____ Job Location if Different From Above: _____

Job Description: _____

Job Classification (Check one) Full Time _____ Part Time _____ Number of Openings: _____

Job Type (Check one) Regular _____ Temporary _____ Temporary to Regular _____

Shift(s): 1st _____ 2nd _____ 3rd _____ Rotating _____ Split _____ Work Hours _____

OTHER: Typing Speed: _____ (WPM) Driver's License: _____ Minimum Age: _____

Required Certificates/Licenses, Etc. _____

Hours Per Week: _____ Days of Week: M – T – W – TH – F – SA – SU (circle days that apply)

Starting Wage/Salary Range _____ TO _____

Required Education: _____ Preferred Education: _____

Required Experience: _____ Preferred Experience: _____

Identify the skills, education and experience the applicant must have: _____

How do you want applicant to apply? _____

Close Date (30-60 days): _____

Are you willing to train the right person? (i.e. someone with a good work history?) _____

Benefits (check all that apply): Start immediately _____ or after _____ days. No Benefits: _____

Medical _____ Dental _____ Vacation _____ Life _____ Disability _____ Tuition Reimbursement _____ Other _____

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