



JOB ORDER FORM

315 Algoma Boulevard Phone: 920-232-6273
Oshkosh, WI 54901 Fax: 920-424-2058

Company Information

Site Trade Name: (Local Given Name)		Company Legal Name:	
Address			Is Worksite Location: <input type="checkbox"/> YES <input type="checkbox"/> NO
Telephone:		Website:	
CONTACT INFO	Contact Name:	Contact Telephone:	Extension:
	Contact E-mail:	Contact Fax:	Extension:
	Should the Employer Contact identifying information be displayed to the Job Seeker? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company Profile:			

Job Details/Working Conditions

Job Title:		Number of Openings
Work Week: <input type="checkbox"/> Permanent, FT <input type="checkbox"/> Permanent, PT <input type="checkbox"/> Temporary, FT <input type="checkbox"/> Temporary, PT <input type="checkbox"/> Full time/Part time		If temporary, job end date:
Duration of Job: <input type="checkbox"/> 1-3 Days <input type="checkbox"/> 4-150 Days <input type="checkbox"/> Over 150 Days	Shift(s): <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Rotating <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Other:	
Hours Per Week: Minimum: Maximum:	Work Days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Other:	
Compensation (Pay) Range: Minimum: Maximum:	Per: <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Negotiable Plus: <input type="checkbox"/> Tips <input type="checkbox"/> Commission <input type="checkbox"/> Piece Work <input type="checkbox"/> Room & Board <input type="checkbox"/> Other:	

Job Requirements

Describe the essential duties and responsibilities of this job such as machines, tools equipment and materials involved; services performed and working conditions/physical demands:

Is this an Apprenticeship Position? Yes No

<input type="checkbox"/> Benefits (check any that apply)		<input type="checkbox"/> No Benefits (no other boxes can be checked)	
Health Insurance:	Dental Insurance:	Leave & Holidays:	Insurance & Retirement:
<input type="checkbox"/> Individual	<input type="checkbox"/> Individual	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Life Insurance
<input type="checkbox"/> Family	<input type="checkbox"/> Family	<input type="checkbox"/> Personal	<input type="checkbox"/> Disability Insurance
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Vacation	<input type="checkbox"/> Retirement
		<input type="checkbox"/> Holidays	<input type="checkbox"/> 401K Plan
Education & Training:	Transportation:	Child Care:	Miscellaneous Benefits:
<input type="checkbox"/> Paid Training	<input type="checkbox"/> Subsidy	<input type="checkbox"/> Subsidy	<input type="checkbox"/> Paid Uniform
<input type="checkbox"/> Tuition Reimbursement	<input type="checkbox"/> Car/Van Pool	<input type="checkbox"/> On-Site	<input type="checkbox"/> Flexible Work Schedule
	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Paid Meal During Work Shift
Other Benefits: (describe)			
Benefits Comments: (co-pay, after probation, etc.)			

County Designated Worksite Areas:

Additional Work Site Information (if applicable):

Public transportation to Work Site? Describe, if needed:
 Yes No

List on American's Job Bank? Yes No

Employer Requirements

Education/Training Level: None Desired Required
 High School Diploma/GED Equivalent Master of Arts Degree
 Certificate or Diploma Beyond High School Master of Science Degree
 Associates of Arts Degree Master of Business Administration Degree
 Bachelor of Arts Degree Doctor of Philosophy/Medicine/Law
 Bachelors of Science Degree

Education/Training Description:

Licenses/Certifications:

Drivers License and Vehicle

Is a Drivers License needed to perform this job? Yes No (If yes, indicate class and endorsements needed)

Class	None Desired Required			Endorsements	None Desired Required		
A - Commercial Motor Vehicle				T - Double/Triple Trailers			
B - Commercial Motor Vehicle				N - Tank Vehicles			
C - Commercial Motor Vehicle				H - Hazardous Materials			
D - Automobile, Light Truck & Moped				P - Passenger Vehicle			
M - Motorcycle				F - Farm Service (restricted)			

Is a Vehicle needed to perform the job? Yes No

Age Requirements (must comply with applicable state and federal laws)

Minimum: Maximum: Desired Required None

Experience and Qualifications

Experience - If applicable, describe the experience needed for this job:

Qualifications - describe any other qualifications needed (Skills/Aptitudes, Driving Record, Physical Requirements, Pre-Employment, etc.):

Application Instructions and Job Order Removal Date

How should applicants apply for this job?
 Apply in Person Mail, Fax or E-mail Resume
 Call For Appointment Other - If checked, explain in next box

Additional Application Instructions:

Removal Date: If Removal Date is blank, order will automatically be inactivated after 30 days.
 The date entered may not be greater than 90 days.

Are you a Federal Contractor? Yes No

Employer meets the Federal Definition of Affirmative Action? Yes No

Requested Follow-up Date: Reason:

Staff Use Only

Source of Job Order: Telephone Internet Fax Mail

Is this recruitment for a Staffing Agency? Yes No
 If yes, contracted employer's name (visible to only staff) :

Does this employer wish to be identified with this job order on JobNet? Yes No