



JOB ORDER FORM

Today's Date: _____

Employer Information:

Company Name: _____ Address _____
City: _____ State: _____ Zip: _____ Federal Employer Tax # (**Required**): _____
Type of Business: _____ Contact Person & Title: _____
Telephone #: _____ Fax #: _____ E-mail Address: _____
Job Location (i.e. West Palm Beach, Jupiter): _____ Company website: _____

Job Details

Job Title: _____ Number of Open Positions: _____
Type of Job: Regular Seasonal Temporary Contract Job Status: Full-time Part-time Full-time/Part-time
Anticipated Job Duration: >150 days 4-150 days 1-3 Days
Second Language (i.e., Spanish, Creole) _____ Required: Yes No

Detailed Job Description: (You may also attach a job description that you have already established with your company)

Hiring Requirements

Drug Screening Background Check Credit Check Reference Check Bonding Motor Vehicle Record
Specify other hiring requirements: _____

Minimum Level of Education Required

No High School/GED GED HS Diploma 1 yr. College/Voc. 2 yrs. College/Voc. 3 yrs. College/Voc.
 Vocational Certificate Associates Degree Bachelors Masters Doctorate Specialized Degree (MD, DDS)
Months of Experience Required in Occupation: _____ Is a Driver's License required for this position? Yes No
If yes, please detail the license class and any special endorsements required:

Commercial License Certification

Class A - Any vehicle w/ GVWR>26000/Tow vehicles w/GVWR>10000 Class B - Any vehicle with GVWR > 26000
 Class C - Vehicle carrying 15 persons OR placardable amounts of hazardous materials AND GVWR <26001
 Class E - Private Vehicle Class E - Learner Motorcycle Also Motorcycle ONLY

***Drivers License Endorsements:**

T -CDL - Double / Triple Trailers P -CDL - Passenger Bus N -CDL -Tankers H - CDL - HAZ-MAT
 X - CDL - Combo-Tanker/Hazardous K - CDL - No Operator of airbrakes CDL - ICC Physical

Compensation and Hours

Minimum Salary: _____ Basis for unit of salary/pay: Hour Day Week Month Year Quarter Other
Maximum Salary: _____ Pay Comments: Depends on experience Will discuss w/applicant Commission only
Hours per week: _____ Salary + Commission Piece rate Salary+Tips Salary+Bonus N/A
Shift: Day Evening Night Rotating Split Other, see job description
Benefits offered: Medical Dental Vision Vacation Sick Leave Job Share 401K Pension Uniforms
 Meals Life Insurance Child care Holidays Relocation Company Car Paid Time Off Tuition
Assistance Flex-time Stock Options Expense Account Other None
Supplemental Compensation: N/A Vehicle Expense Allowance Pager/Cell phone Other
Please specify any additional benefits or supplemental compensation offered: _____

Is this job accessible by public transportation (**Required**): Yes No

Job Applicant Question

This area allows you to create an interview question that staff can use to screen in/out potential candidates for this position. It is optional whether you use it or not. Please provide a screening question and the correct answer to help us find the most qualified candidate for your opening. If you are not interested in this feature indicate here.

Question: _____

Answer: _____

Job Order Visibility

How your job order will be advertised.

Option A-Will be open to the general public allowing all qualified candidates to apply (*This will yield a greater response to the advertisement and allow you the opportunity to perform pre-screening based upon the criteria set by your organization*).

Option B-Keeps your job posting available only to Workforce staff to view for the first five (5) working days so that they can search their files for all qualified candidates and refer only the best suited ones. (*This option will yield a lower response, however, trained Career Placement Specialists will pre-screen candidates according to the skills, experience, and education outlined in this job order and will refer only those candidates meeting the requirements set forth in this requisition*). At the end of the fifth day you will be contacted by a staff member to let you know if they have found any candidates for you to consider or that we did not find anyone. At this time you have the choice to select Option A or have your job order remain on Option B.

Job Application Methods Accepted

Online Resume E-mail Fax Call for Appointment Mail Online Application Company Application

Website: <http://www.>_____ Apply in Person (Days/Hours)_____

Is this order under Federal contract: Yes No

Is this an Alien Labor Certification order? (*i.e., Are you working with an immigration attorney to hire someone outside of the U.S.?*) Yes No

Thank you for your order!

As a part of our commitment to performance excellence, and in conjunction with the State of Florida's criteria for Customer satisfaction, we would like to encourage your involvement in our continuous improvement efforts. Rate us a 10! We hope you would rate your experience with Workforce Alliance a "10", as we strive for 100% excellence. If you are not able to rate us a "10", we have fallen short of our commitment to quality service. Please allow us to correct this matter by contacting us directly at feedback@pbcalliance.com.

An Equal Opportunity Employer/Program

-Auxiliary aids and services are available upon request to individuals with disabilities using TTY/TDD equipment via the Florida Relay 711.