



Job Posting Request

Employer Information

Business Name: _____ City: _____ State: _____ ZIP: _____
 Contact Person: _____ Title: _____
 Phone: _____ E-mail: _____ Fax: _____

Job Opening Information

Job Title: _____ Number of Openings: _____
 Starting Wage: _____ Job Closing Date: _____ Start Date: _____
 Duration of Job: Temporary Long Term
 Hours per Week: 1-20 21-30 31-40 40+
 Shift: Day Swing Grave Any
 Driver's License: No Yes (If yes, which class? A B C)
 DMV Printout: No Yes
 Education: None 8th grade or less HS/GED Associates Degree
 Bachelor's Degree Master's Degree Doctorate Degree Other

Job Duties (*Work performed, equipment, methods and materials used, physical activities*):

Requirements/Minimum Qualifications (*Training such as computer software, skills such as typing, knowledge and abilities*):

Benefits:

Medical	Paid Holidays	Tuition Reimbursement
Dental	Paid Vacations	Disability
Vision	Life Insurance	Retirement

Referral Instructions:

Mail résumés to employer's address?	No	Yes
Pick up résumés?	No	Yes
E-mail résumés?	No	Yes
Fax résumés?	No	Yes
Other:	_____	

Employer Authorization

I agree to have my job opening placed with Siskiyou Training & Employment Program, Inc. and on CalJOBSSM website.

 Name of Employer or Employer Representative

 Date