<table>
<thead>
<tr>
<th>Company Name:</th>
<th>FEID/FEIN Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Contact Person Name &amp; Job Title:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Company Website</td>
<td>Email</td>
</tr>
<tr>
<td>Physical Location Address</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>SEIN/Unemployment Account #:</td>
<td></td>
</tr>
</tbody>
</table>

**JOB OPENINGS/POSITIONS TO FILL**

- **Job Title:**
- **Number of Positions:**
- **Location(s):**
  - □ Full-Time  □ Part-Time  □ Hours per Week:
- **Work Environment:**  □ Inside  □ Outside
- **Shift:**  □ Day  □ Evening  □ Night  □ 12hr
- **Position:**  □ Permanent  □ Temporary
- **Minimum Salary:** $
- **Maximum Salary:** $
- **Benefits provided:**  □ No  □ Yes
- **Dress Code:**  □ No  □ Yes (specify)
- **How long do you want the job posted?**  □ 1wk  □ 2wks  □ 1month  □ Other (specify)
- **Number of applicants you would consider at this time:**  □ 10  □ 25  □ Other (specify)

**JOB DUTIES/JOB DESCRIPTION** (Attach a copy of job description if not enough space.)

<table>
<thead>
<tr>
<th>REQUIRED SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Computer</td>
</tr>
<tr>
<td>□ Reading Comprehension</td>
</tr>
<tr>
<td>□ Time Management</td>
</tr>
<tr>
<td>□ Critical Thinking</td>
</tr>
<tr>
<td>□ Operation and Control</td>
</tr>
<tr>
<td>□ Quality Control Analysis</td>
</tr>
<tr>
<td>□ Applied Mathematics</td>
</tr>
<tr>
<td>□ Managerial</td>
</tr>
</tbody>
</table>
REQUIRED EDUCATION
- GED/High School Diploma
- Bachelor’s Degree (specify)
- Industry Certification (specify)
- Master’s Degree (specify)
- Associate’s Degree (specify)
- WorkKeys® (Required Level)

HIRING REQUIREMENTS
- Minimum Age: □ 16yrs □ 18yrs □ 21yrs □ Other (specify)
- Driver’s License: □ No □ Yes
- Commercial Driver’s License: □ No □ Yes (specify)
- Prior Work Experience: □ None □ 1yr □ 2-5yrs □ >5yrs □ Other (specify)

SCREENING COMPLETED BY EMPLOYER
- Drug Testing □ Bonding □
- Background Check □ Motor Vehicle Record Check
- Credit Check □ Other (specify)
- Reference Check □

APPLICATION METHODS
Please select your preferred method(s) for accepting applications.
- SCWorks Center Referral, plus one of the following:
  - Company Website (provide address)
  - Company Application (provide)
  - Resume and Cover Letter
  - Email (provide address)
- Fax
- In person
- Generic Application
- Regular Mail

CONFIRMATION OF JOB POSTING
Do you want to be notified when the job is posted? □ No □ Yes
Preferred method of confirmation: □ Email □ Phone Call □ Other (specify)

PLEASE RETURN FORM TO
Staff Name:
SCWorks Center Mailing Address:
SCWorks Phone/Fax/Email:

ACKNOWLEDGEMENT
My signature below acknowledges that the information I have provided above to be true and accurate.

Employer Signature and Printed Name
Date

The SCWorks Centers offer assistance with job orders, referrals, placements, and other business/employer services, which are all Federally funded, in an effort to bring potential Employers and Employees together. If interested in learning more about business/employer services, please notify your local Business Services Representative or you local SCWorks Operator. More information can be located at www.lswia.org