



CalJOBSSM Job Order Form

Phone (619) 590-3900 Fax (619) 442-4277 Office USE: _____

CA Employer Tax ID# * _____ Federal Employer Tax ID# XXXXXXXXXXXX

Company name: _____

If a subsidiary (DBA), parent Co. is: _____

Address: _____

City _____ Zip code _____ Are you a federal contractor? _____

E-mail address: _____ WEB address: _____

Contact Name _____ Phone # () _____

Job site (city): _____ Zip _____ Fax # () _____

Vacancy Title: _____ # of Openings: _____

Experience Required: _____ Yrs / Mo Start Date: _____

Min. Wage: _____ / _____ Max..Wage: _____ / _____ # of Hrs/Wk: _____

Permanent OR if temp: # days duration _____ Shift: Day Evening Graveyard

Typing (wpm) _____ CDL needed: A (semi-trailer) B (bus) C (auto)

Education Level: _____ Endorsements: _____

How to apply: Please X all that apply	<input type="checkbox"/> apply in person	<input type="checkbox"/> applicant call for appt	<input type="checkbox"/> fax résumé	<input type="checkbox"/> mail résumé
	<input type="checkbox"/> e-mail résumé: _____			
	<input type="checkbox"/> online at company's WEB site: <u>http://</u> _____			
	<input type="checkbox"/> YES, I want CalJOBS online notification of résumés matching this listing			

Job Duties: (Please attach additional sheets if more space is needed.):

Job related skills: (knowledge and abilities, education, training, tools and licenses required):

Special Information: (medical/pension plan, unusual working conditions, other relevant info.):

Employer Authorization

To comply with the Information Practices, please read this statement: "In submitting this job listing, I agree to hold the State of California and the Employment Development Department harmless for any use of CalJOBS information for reasons other than the stated purpose." Please note: The EDD does not verify applicant-supplied information.

- I agree to have my job order placed in the public system. Please circle one of the two options: (a) I understand that this will give job seekers my company name, address, phone number and referral instructions so that they may refer themselves to this/these job opening(s) directly in the manner I specify. / Or (b) include only the company's pertinent information per "How to apply" instructions. I agree to have my job order placed in the confidential system. I do not want my company information displayed. I wish to have EDD Job Service staff prescreen and refer the individual job seekers.