



JOB ORDER FORM

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Today's Date: _____

FAX: 855-503-2977

EMAIL: joborders@careersourceHP.com

PHONE: 813-397-2089

The position will be posted on the State of Florida website: www.EmployFlorida.com.

☐ On-The-Job (OJT)/Paid Work Experience (PWE)

Foreign Labor Certification: PERM ☐ H-2B ☐

Submitting the job order form to CareerSource Hillsborough Pinellas provides consent for CSHP staff to post into Employ Florida on your behalf.
To ensure a complete and accurate posting, please provide detailed information in each area of the Job Order form.

EMPLOYER INFORMATION:

Employer/Company Name: _____ FEIN #: _____

Keep company name confidential: ☐ Y or ☐ N Type of Business: _____

Are you a Federal Contractor? ☐ Y or ☐ N Do you prefer to hire Veterans? ☐ Y or ☐ N

Phone: _____ Fax: _____ Email: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Worksite Location (if different from above and please include Zip Code): _____

POSITION: NOTE → COMMISSION ONLY POSITIONS WILL NOT BE POSTED!

Job Title: _____ Number of Openings: _____

Minimum Education Level required: _____ Experience: _____ year(s) _____ month(s)

Required Job Knowledge, Skills and Abilities for position (i.e., certifications, ability to lift amount, etc.):

Preferred Education and /or Skills: _____

Is the position ☐ Temporary or ☐ 1099? How long will the position last? _____

Driver's license required ☐ Y or ☐ N If yes, what type: ☐ Operator's ☐ CDL class: _____

If CDL license, what endorsements, If any? _____

Is job accessible to public transportation? ☐ Y or ☐ N

JOB DESCRIPTION with DAILY TASKS & RESPONSIBILITIES: (Attach additional sheet(s) if necessary)

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WORK ENVIRONMENT: (i.e., indoor, outdoor, office, warehouse, sitting/standing, A/C, dress code, etc.)

HIRING BENEFITS AND REQUIREMENTS: ☐ Do not display salary requirements to job seekers

Pay Rate: Minimum \$_____ Maximum \$_____ ☐ hourly ☐ weekly ☐ annually

Pay Comments: ☐ Depends on experience ☐ Base + Commission ☐ Base + Bonus ☐ Base + Tips

Workdays: (check all that apply) ☐ Mon ☐ Tues ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Shift (check all that apply): ☐ 1st/Day ☐ 2nd/Evening ☐ 3rd/Night or Graveyard

Shift Hours: Start time_____ End time_____ Total Hours per week: _____

☐ Remote Work/Work at Home ☐ Flex Time

Position Status (check all that apply): ☐ Full-Time ☐ Part-Time ☐ Both FT & PT ☐ PRN (as needed)

Do you offer Benefits? If yes, what type (check/circle all that applies):

☐ Medical ☐ Dental ☐ Life Insurance ☐ Vision ☐ Child Care ☐ Vacation ☐ Holidays ☐ Sick Leave ☐ Tuition Assistance

☐ Job Share ☐ Flex Time ☐ 401 K ☐ Stock Options ☐ Retirement/Pension ☐ Relocation Assistance ☐ Uniform Allowance

☐ Company Vehicle ☐ Expense Account ☐ Profit Sharing ☐ Extended Sick Leave ☐ Flexible Benefit Account

☐ Travel Allowance ☐ FMLA Unpaid Parental Leave ☐ Paid Parental Leave ☐ Other: _____

PRE-EMPLOYMENT SCREENINGS REQUIRED: ☐ Y or ☐ N If yes, what type (check/circle all that applies)

Drug Screen: ☐ Pre-Employment ☐ Random ☐ **Background Checks:** ☐ Local ☐ State ☐ Federal: How far back? _____ Years

☐ Credit Checks ☐ Reference ☐ Bonding ☐ Motor Vehicle Record Check ☐ Other: _____

Are you a Drug Free Workplace? _____

SECOND CHANCE OPPORTUNITY: Acceptable Background Criteria - (check/circle all that applies)

☐ Case by Case ☐ No felonies of any kind ☐ No felonies of any kind, misdemeanor case by case

☐ No felonies or misdemeanors of any kind ☐ No criminal background checks are done on this job order

☐ No theft, fraud, drugs, DUI's, Child/Adult abuse, sexual/child abuse level 2 check – no felonies of any kind or misdemeanor with violence, theft, fraud or drug related ☐ None ☐ No Background check required

☐ Other _____

INTERVIEW/HIRING PROCESS: (check/circle all that applies)

Interview: ☐ phone ☐ panel ☐ one-on-one Assessments or tests? _____

APPLICATION PROCESS: (How would you like candidates to apply from this listing?)

☐ Email ☐ Fax Resume ☐ Mail ☐ Call for appointment ☐ Apply in person

☐ Apply on Company Website: _____

SPECIAL INSTRUCTIONS OR REQUESTS (i.e. specific application times, person to ask for when applying, job code, etc.): _____



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Additional Worksite Location(s) to be included in the Employ Florida Registration (if different from above):

Worksite 1:
Worksite 2:
Worksite 3:
Worksite 4:
Worksite 5:
Worksite 6: