



JOB ORDER FORM

Today's Date: _____

Phone: 813-397-2089
Fax: 855-503-2977
joborders@careersourcetb.com

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

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

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): _____

Job Title: _____

Minimum Education Level required: _____ Years/Months Experience: _____

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 ☐ DL class: _____

If CDL license, what endorsements, if any?: _____

JOB DESCRIPTION with DAILY TASKS & RESPONSIBILITIES: (Be specific. Attach additional sheets if necessary.)

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

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

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

Do you offer Benefits? _____

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

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: _____