

# Request for Applicants / Job Order Form

To help us serve you better, please complete this Job Order Form and contact your local WorkSource office to speak with a qualified business representative. Business representatives are experts in the local labor market and can help you find qualified applicants for your business. You can find your nearest WorkSource office by visiting [www.go2worksource.com](http://www.go2worksource.com). PLEASE NOTIFY US WHEN YOU HAVE FILLED YOUR POSITION WITH THE NAME AND START DATE OF PERSON(S) HIRED, SO WE CAN KEEP YOUR RECORDS UPDATED. THANK YOU!

## Business Information

Date: \_\_\_\_\_

Company name: \_\_\_\_\_ UBI number: \_\_\_\_\_

Contact name & title: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ # of Employees: \_\_\_\_\_ Website: \_\_\_\_\_

## Job Description/Duties (Please attach a formal job description, if available)

Job title: \_\_\_\_\_ Number of openings: \_\_\_\_\_ Union:  Yes  No

Job site address (if different from above): \_\_\_\_\_

Description: (example: installs, performs, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Hours/Days/Schedule

Duration of Job:  Part-time: min\max hrs. \_\_\_\_\_  Full-time  Seasonal, how long? \_\_\_\_\_  Contract option

Temporary, how long? \_\_\_\_\_ Work hours: \_\_\_\_\_

Work shifts:  Days  Swing  Graveyard  Rotating  All shifts  On-call  24-7

Work days:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

On bus line? \_\_\_\_\_ Route line? \_\_\_\_\_

## Job Requirements

Education: \_\_\_\_\_ Months Experience: \_\_\_\_\_ In what discipline? \_\_\_\_\_

License/Certification/Permit: \_\_\_\_\_

Minimum age: \_\_\_\_\_ Reason, if over 18 required: \_\_\_\_\_

Valid WA state driver's license:  Yes Abstract:  Yes CDL endorsements:  Yes Class: \_\_\_\_\_ Personal Vehicle Insurance:  Yes

Computer skills:  Outlook  Word  Excel  Access  PowerPoint  WPM \_\_\_\_\_

Clerical skills needed: \_\_\_\_\_ Other \_\_\_\_\_

English language skills:  Speak  Read  Write  Understand  Bilingual \_\_\_\_\_

Pre-employment skills:  Drug test  Criminal background check  Credit check  Bondable  References

Tools required? \_\_\_\_\_ Lifting capacity: \_\_\_\_\_ lbs. Frequency \_\_\_\_\_

**Preferred Qualifications** (optional) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Salary/Wages/Benefits** (Note: wage information is required to post your job. All jobs must guarantee minimum wage).

Minimum pay \_\_\_\_\_ Maximum pay \_\_\_\_\_ Per:  Hour  Week  Month  Year  
Additional:  Tips  Bonus  Mileage (¢ per mile \_\_\_\_\_ )  Commission ( \_\_\_\_\_ % )  % of load ( \_\_\_\_\_ % )  
Other: \_\_\_\_\_  
Benefits:  Medical  Dental  Vision  Vacation  Sick leave  Paid Holidays  Short Term Disability  
 Long Term Disability  Accidental Death & Disability  Life Insurance  Stock Options  
 Stock Purchase Plan  Profit Sharing  Retirement  401(k)  Other pension plan  
 Education Assistance  Childcare Other: \_\_\_\_\_

**Closing Date/Deadline** \_\_\_\_\_

**How to Apply** (choose best option)

Method of application:  Generic WorkSource application  Business-specific application  Resume  Cover letter  
Applicant should:  Apply at WorkSource  Go to business  Call business  Fax Resume/App  Email Resume/App  
 Mail Resume/App  Apply on Website Other: \_\_\_\_\_

For Office Use Only: WorkSource staff should:  Fax  Hold  Mail to/for business

WorkSource is an equal opportunity partnership of organizations that provide employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.