

# JOB ORDER FORM

Please complete the following information to help Workforce Center staff fulfill your hiring needs. After completing the form, you may fax or email it to the Workforce Center listed below or use it as a guide to place your order with staff when you call.

**Company:** \_\_\_\_\_ **Federal tax ID (FEIN):** \_\_\_\_\_ **State tax ID (SEIN):** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Company contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Is your company a Federal Contractor?**  Yes  No

## Job Details

**Job Title:** \_\_\_\_\_ **No. of openings:** \_\_\_\_\_  
**Date to start job post:** \_\_\_\_\_ **Date to end job post:** \_\_\_\_\_  **Until notified by employer**  
**Referral Method(s):**  Fax/email  Apply in Person  Through Recruiter  Phone Contact  
 Workforce Center  Website: \_\_\_\_\_  
**Position type:**  Full-time  Part-time **Position status:**  Permanent  Temporary  
**Salary Range:** \$ \_\_\_\_\_ to \$ \_\_\_\_\_ **Work days (check all that apply):**  S  M  T  W  Th  F  S  
**Shift:**  Day  Evening  Night  Rotating  Split  Multiple Shifts Available  
**Overtime:**  Yes  No **Average hours per week:** \_\_\_\_\_  
**Benefits offered:**  Medical  Dental  Life  Paid Vacation  Retirement Plan  Disability  Incentive Pay  
 401(K)  Tuition Reimbursement  Company Vehicle  Child Care  Other \_\_\_\_\_  
**Education:**  Some High School or less  HS Diploma/GED  Vocational Certificate  Some College  
 Associate's Deg.  Bachelor's Deg.  Master's Deg.  PhD  MD, OD or Related  JD  
 Other \_\_\_\_\_  
**Experience:** \_\_\_\_\_

**Other requirements (check all that apply):**  
 Own Tools  Type \_\_\_ wpm  MS Excel  Employment Test  10-Key  
 MS PowerPoint  Physical Exam  PC skills  MS Word  Bondable  
 Drug Test  Windows  MS Access  Other \_\_\_\_\_  
**Is driving an essential function?**  Yes  No  
**If Yes,** what licensure is required:  Regular  CDL (A or B)  Other \_\_\_\_\_  
**Is this job supporting an H-1B, H-2A, or H-2B Recruitment Activities?**  Yes  No

## Job Description

If available, please attach a current job description or provide a brief description of the job. List skills, equipment used/operated, aptitude, physical demands, working conditions and worksite if different from address above.

<b>Dodge City</b>	(620) 227-2149	Fax: (620) 227-9667	dodgecityjobs@ks.gov
<b>Garden City</b>	(620) 276-2339	Fax: (620) 276-7306	gardencityjobs@ks.gov
<b>Great Bend</b>	(620) 793-5445	Fax: (620) 793-3188	greatbendjobs@ks.gov
<b>Hays</b>	(785) 625-5654	Fax: (785) 625-0092	haysjobs@ks.gov
<b>Hutchinson</b>	(620) 665-3559	Fax: (620) 728-8161	hutchinsonjobs@ks.gov
<b>Salina</b>	(785) 827-0385	Fax: (785) 827-2307	salinajobs@ks.gov