YUBA COUNTY 1- STOP

**CalJOBS-Job Order Form**

*Please complete this form when you place your job order with us.* ***Items marked with an asterisk (\*) are required!***

**\*COMPANY NAME**

**\*Employment Development Department (EDD) Account #**

**\*CONTACT NAME**       **\*Job Title**

**\* Primary Phone**       **Fax Phone**       **Email Address**

**Company Address**       **Company Website**

**FOR EACH NEW JOB ORDER:**

**\*Job Title**       **Work Site**

**Display Business Name Online?** Yes  No **Have One Stop staff screen applicants?** Yes No

**\*Number of applicants requested?**       **\*Number of Positions**

**\* Date on which to begin listing position**       **\* Date to stop listing position**      

**\* Application method:**  Resume  Application  by Mail  by Phone  In Person  Website  Yuba County One Stop

**Information Required:**  Contact Information  Employment History  Education History  Certifications  Other:

**Benefits?**  Yes  No

**\*What kind of work?**  Regular  Temporary  Seasonal  Contract  Volunteer

**\* Hours per week**       **\* Shift?**

**\* Hours?**  Full-time, 30+  Part-time  as needed  Both full and part-time \***If temporary, job duration** (how long?)     

**\* Salary Range**

**\* Pay Comments (choose one):**

Depends on Experience (DOE)  Will discuss with applicant  Commission only  Salary and Commission  Not Applicable

Other

**\* Job Description**

**\*Requirements?** (Degree? Certifications? Job skills?)      

**\*Hiring Requirements?** (Check all that apply)

Drug testing Background check  Credit check Reference checks  Motor vehicle record  Other

**Minimum Age:**       **Reason for Age Limit**

**\* Minimum Education**       **\* Minimum Experience**

**\* Is the Job Accessible by Public Transportation?**  Yes  No

**\* Driver’s License Required?**  Commercial  Operator

**Does this job require security clearance?**  Yes  No