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