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| **OhioMeansJobs Seneca County** OhioMeansJobs Seneca County Employer Job Order |
| **Phone: (419) 447-5011 ext 443** | **Fax: (419) 448-5276** |
| Dept. Use Only NAICS Code(Drop Down Box on OMJ):  |        | Order Number: |  |
|  |  |  |  |
| **EMPLOYERS**: Providing the information below will help us select promising candidates for employment in your organization. Please complete this form and FAX it to us. You may also use this form as a guide when placing an order by phone. |
| **Company Name**      | **FEIN or UC Account No.**      | **Date**      |
| Address:  | Street |  | City  | State | Zip Code |  |
|  |       |  |       |       |       |  |
| **Contact Person and title**       | **Telephone no.** | **Fax No.** |
| **Contact Person Email**:       | **Worksite address, if different from above**      |
| **Directions to worksite/interview site**      |
| **Job Title:**       | **Number of openings :**       |  |
| **How should applicants be advised to contact your company concerning the job openings?**[ ]  **Mail resume/application** [ ]  **FAX resume/application** [ ]  **Go direct** [ ]  **Call direct** [ ]  **OhioMeansJobs Seneca Co.**[ ]  **Apply online at**       |
| **JOB DESCRIPTION**: Briefly describe the job duties, skills required, equipment used, physical demands, and working conditions. (Attach a detailed job description, if one is available.)  |
|       |
| Years of education |       | Minimum Degree |       | Minimum Age  |       | Months of Exp.  |       |
| **Related experience that is acceptable** -        |
| **Job Length (Select all that apply)**: [ ]  **Permanent** [ ]  **Full Time** [ ] **Temporary, duration**       **Part time, hours/week**        |
| Wages**\*\*** |  |  |  |  | Hours: |  |
| From | $       | To | $       | [ ]  S | [ ]  M | [ ]  T | [ ]  W | [ ]  T | [ ]  F | [ ]  S | [ ]  Overtime paid |
|  |  |  |  |  | From |       | To |       | [ ]  Rotating shift |
| **Benefits:**[ ]  Medical [ ]  Dental[ ]  Vision[ ]  Life[ ]  Paid Sick Leave[ ]  Paid Vacation[ ]  Retirement Plan | **Hiring Requirements:**[ ]  Own Tools[ ]  Physical/Drug Test[ ]  Reference Check[ ]  Driver’s License Type      [ ]  Employment Test[ ]  Must join Union[ ]  Other       |

 Fax Job Order OhioMeansJobs Seneca County.dot

 Revised 7\_2018

**\*\*Wage information is not required**