

Berkeley WorkSource/First Source Employment Program Telephone/Fax Job Order Request

1947 Center Street, Berkeley CA 94704

Telephone: (510) 981-7550 Fax: (510) 981-7560 or email to rep1@ci.berkeley.ca.us

No. of Pages _____

Date Open: _____

Job Title _____

Closing Date: _____

No. Of Openings _____ FT/PT/Temp (Circle one)

Pay rate: \$ _____

New or Replacement Position? Benefits?

(Circle one)

Typical Job Duties Include:

Required Experience skills and Education:

Work Schedule (Days/Hours/Shift/Weekends)

Employer Information

Company Name

Address

City

Zip Code

Contact Person _____,

Title

Telephone No. _____

Fax No.

Are You a First Source Agreement Company? (Circle One) YES OR NO

How did you hear about us?

Should we prescreen and only refer qualified applicants? _____ Or

Post Your Job Announcement in our Career Center?

How would you like us to refer clients to you? (Circle One Below):

(A) fax resumes of top ___ candidates (B) provide you with names and phone numbers

(C) have candidates apply directly with you (D) have candidates call you directly

Company Type: Proprietor/Partnership/Corporation/Non-profit Job Type: Retail/Service/Manufacturing

Minority and/or female owned business? : _____

For Office Use Only:

Job Order No.