



Job Order Form

Complete and email back to CareerSource Brevard Business Services

Unit at employersupport@careersourcebfv.com

Items with an asterisk * must be completed

Company Name*: Address*:

Company Contact Name/Title*:

Email Address*: Phone*: Fax:

Company Website: Federal ID (FEIN) #*:

Check if worksite is different Worksite Address:

Do NOT Display Company Name

Do NOT Display Company Address

Do NOT Display Company Worksite Address

Yes, Pre-Screen by CareerSource Brevard

Job Details:

Job Title*: Number of Positions Available:

Type of Job*: Full or Part-time*:

Work from Home: Yes No Anticipated Job Duration*:

Job Description*: (Can Attach Separate Sheet)

Other Skills:

Special Software/Hardware Skills needed: Yes No

List any other specific skills required (e.g. degrees, certification, software, etc.)

Hiring Requirements:

Please check any hiring requirements for this job: Drug Testing/Screening Other (e.g. specialized)

Test Requirement:

Background Check

If other, please list:

If Yes for Testing, Please Specify:

Credit Check

Reference Check

Motor Vehicle Record Check

Minimum Education, Experience, & Age Requirements:

Minimum age requirement (if applicable): Reason for Requirement:

Minimum Education Required*: Minimum Experience Required*:

Does this job require a License/Certification? Yes No

If yes, please specify:

Transportation Requirements:

Check if Job is Accessible by Public Transit

Driver's License required*:

Drivers License Classifications:

Class A - Any combination of vehicles with a gross vehicle weight rating of 26,001 or more pounds provided the gross vehicle weight rating of the vehicle(s) being towed is in excess of 10,000 pounds.

Class B - Any single vehicle with a gross vehicle weight rating of 26,001 or more pounds, or any such vehicle towing a vehicle not in excess of 10,000 pounds gross vehicle weight rating.

Class C - Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.

Class E - Private Vehicle

Class E - Learner

Motorcycle Also

Motorcycle ONLY

Drivers License Endorsements:

T - CDL - Double / Triple Trailers

P - CDL - Passenger Bus

N - CDL - Tankers

H - CDL - Hazardous Materials

X - CDL - Combo-Tanker/Hazardous

K - CDL - No Operator of airbrakes

CDL - ICC Physical

S - CDL - School Bus

Specialized Requirements:

Typing Speed (if required):

Security Clearance Level (if required):

Language (if required):

Proficiency:

Compensation and Hours:

Do NOT Display Salary to Job Seekers

Minimum Salary/Wage*: Maximum Salary/Wage:

Pay Comments: Basis for unit of salary/pay:

Supplemental Compensation Offered: Yes No

Hours per Week: Shift:

Benefits:

Medical Tuition Assistance Company Vehicle

Dental Job Share Other

Life Insurance Flex-Time None

Vision 401K Expense Account

Child Care Stock Options Profit Sharing

Vacation Retirement/Pension Extended Sick Leave

Holidays Relocation Assistance Flexible Benefit Account

Sick Leave Uniform Allowance Travel Allowance

If Other, Please specify:

Job Application Method:

Preferred method of application*:

How to Apply Details (e.g. website, phone, email etc.):

Other Information as Specified:

Is Veterans Preference given to this job order? Yes No

Is this a Green Job? Yes No

Are you a Federal Contractor? Yes No

Does a court ordered affirmative action plan require posting this job order? Yes No

Is this job order for an Enterprise Zone? Yes No

Is Disability Preference given to this job order? Yes No

Alien Labor Certification

Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States? Yes No

Is this job order being filed in connection with an application to the Department of Labor to employ H-2A temporary agricultural workers to perform agricultural labor or services of a temporary or seasonal nature in the United States? Yes No

Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ a foreign worker to work permanently in the United States? Yes No