

Burlington County One-Stop Career Center
JOB ORDER FORM

Telephone (609) 518-3900 Fax (609) 518-3905
Please submit a separate job order for each job title

Employer Name _____ Federal Employer ID No. _____

Contact Person _____ Title _____

Address _____ Federal Contractor: Y ___ N ___

Telephone# _____ Fax# _____

Employer Goods/Services _____

Position/Job Title _____ No. of Openings _____

Full Time or Part time (circle) Hours Per Week _____ Days Per Week _____

Temporary or Permanent (circle)

Shift: 1st _____ 2nd _____ 3rd _____ Varies _____ Days of the Week _____

Benefits (list) _____

Job Location: City _____ State _____

Experience required: Years _____ Months _____ Education Required _____

Salary: Minimum _____ Maximum _____

Job Duties Performed _____

Specific Job Requirements (licenses, tools, skills, PC programs, etc.) _____

Referral Instructions: (circle) Fax Resume Mail Resume Apply in Person
Call for Appointment

Suppressed (circle) Yes No