



Employer Job Order Form

Present Date: _____

Deadline to submit for position: _____

Company Name: _____

Company Address: _____

TelephoneNumber: _____ Email: _____

Please fill out the following information regarding the position(s) you are in need to fill.

Job Title: _____

Openings: _____

Hours per week: _____ Salary: _____ Shift: _____

Overtime: _____

Benefits: _____

Length of employment: _____ Start Date: _____

Duties/Responsibilities: _____

Requirements: _____

Additional comments: _____

Instructions on how/

Where to apply: _____

COMMUNITY CAREER DEVELOPMENT, INC.

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Operating Agency for Wilshire-Metro WorkSource