

Job Training Center – Job Order Form

General Information			Today's Date		
Employer Name			Contact Person/Title		
Street Address			City/State/Zip		
Telephone Number			Fax Number		
Email Address			Web Site		
Description of What Your Business and Product					
Job Opening			Number of Openings		
Job Title			Hours/Day:		
Regular/Temporary Position			Number of Hours per Week		
Wage Range or DOE (Dependent on Experience)			Days Worked: M, T, W, TH, F, Sat, Sun		
Benefits (Circle all that apply)					
Health	Dental	Vision	Paid Vacation	Retirement	Other
Education Requirement			# of Years Experience Preferred		
Computer/Software Programs			Bilingual (English/Spanish)		
Driver's License: Class A B C M			Bilingual (other)		
DMV Printout					
Job Duties: Please describe the main duties of this position including equipment used.					
Deadline to Apply:					
How would you like applicants to apply?					
Fax Resume and Application	Email to you	Call	Come in Person	Apply to and be screened at the Job Training Center	
Other:					



Directions: Please complete the form and choose one of the following:

Fax to:
529-7015

Email to:
mclement@ncen.org

Send by mail to:
718 Main Street, Red Bluff, CA 96080