

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 Your Business:					
Job Opening			Number of openings		
Job Title			Start time & days they will work		
Regular or Temporary Position?					
Wage Range:			Number of hours per week (can be a range):		
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? Choose one or more of the following:					
Fax Resume and Application	Email to you	Call	Apply 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:
kgarcia@jobtrainingcenter.org

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