

Name

Title

E-mail:



Training Handout 12

Cleveland -
Cuyahoga County
A proud partner of the
American Job Center network

**CONSTRUCTION JOB
ORDER FORM**

Email to both:
Jennifer.Gennaro@ulagency.org
BEsperon@city.cleveland.oh.us

Recruiting Supervisor: 216-777-8206

COMPANY INFORMATION

COMPANY NAME

CONTACT NAME/TITLE

FEDERAL TAX ID#

ADDRESS / CITY / ZIP CODE

CONTACT PHONE NUMBER

CONTACT EMAIL

NAICS

OWNERSHIP TYPE		EMPLOYER SECTOR		FEDERAL CONTRACTOR		INDUSTRY SECTOR	
<input type="checkbox"/> Association	<input type="checkbox"/> Corporation	<input type="checkbox"/> Public for Profit	<input type="checkbox"/> Federal	<input type="checkbox"/> Agriculture	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Retail	
<input type="checkbox"/> Federal	<input type="checkbox"/> Partnership	<input type="checkbox"/> Government	<input type="checkbox"/> State	<input type="checkbox"/> Construction	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Transport/ Warehousing	
<input type="checkbox"/> State	<input type="checkbox"/> Private	<input type="checkbox"/> Not for profit	<input type="checkbox"/> Both	<input type="checkbox"/> Education	<input type="checkbox"/> IT	<input type="checkbox"/> Utilities	
<input type="checkbox"/> Proprietorship		<input type="checkbox"/> Private for profit	<input type="checkbox"/> None	<input type="checkbox"/> Finance	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Wholesale	
				<input type="checkbox"/> Food Service	<input type="checkbox"/> Professional/ Business	<input type="checkbox"/> Other	
				<input type="checkbox"/> Government			

POSITION AVAILABLE

JOB TITLE

WORK ADDRESS / CITY / ZIP CODE

MINIMUM HRS PER WEEK

MAXIMUM HRS PER WEEK

SALARY RANGE TO

NUMBER OF OPENINGS

FT (32 hours and up)

PT (31 hours and below)

TEMPORARY

YEARS EXPERIENCE

MINIMUM EDUCATION

MINIMUM AGE

CHECK WORKDAYS	SELECT SHIFTS	CHECK IF REQUIRED FOR THIS POSITION
<input type="checkbox"/> SUN <input type="checkbox"/> THU	<input type="checkbox"/> 1ST <input type="text"/> TO <input type="text"/>	<input type="checkbox"/> Background Check
<input type="checkbox"/> MON <input type="checkbox"/> FRI	<input type="checkbox"/> 2ND <input type="text"/> TO <input type="text"/>	<input type="checkbox"/> Drug Screen
<input type="checkbox"/> TUE <input type="checkbox"/> SAT	<input type="checkbox"/> 3RD <input type="text"/> TO <input type="text"/>	<input type="checkbox"/> Driver's License
<input type="checkbox"/> WED		<input type="checkbox"/> Public Transportation access available if no DL required

ATTACH JOB DESCRIPTION (MS Word doc preferred. Must be at least 200 characters. Example job descriptions can be found at <https://www.onetonline.org>)

BENEFITS AVAILABLE	<input type="checkbox"/> Dental	<input type="checkbox"/> Retirement	PREFERRED METHOD FOR REFERRING INTERESTED CANDIDATES	<input type="checkbox"/> In Person
	<input type="checkbox"/> Educational Assistance	<input type="checkbox"/> Sick Leave		<input type="checkbox"/> Resume
	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Vacation		<input type="checkbox"/> Apply Online
	<input type="checkbox"/> Paid Holidays	<input type="checkbox"/> No Benefits		www. <input type="text"/>

In return for placement services provided and in order for OhioMeansJobs[Cleveland - Cuyahoga County (OMJ)CC] to meet standards established by the Department of Labor under the Workforce Innovation and Opportunity Act (WIOA), Employer agrees to inform OMJ)CC when a referral is hired by notifying the Business Services Representative in writing, including the individual's name, job title, hourly rate or salary, number of hours worked per week, and benefits. Agree