



Handout # 12



CONSTRUCTION JOB ORDER FORM

Business Services
 1910 Carnegie Avenue
 Cleveland, Ohio 44130
 216.777.8200
 ohiomeansjobs.com/cuyahoga

PLEASE EMAIL THIS FORM TO:
Anthony Fluellen, Director, Business Services
 Email: Anthony.fluellen@ulagency.org
 Phone: 216-777-8202

Date:

COMPANY INFORMATION	COMPANY NAME		FEDERAL TAX ID NUMBER		
	CONTACT NAME/TITLE		ADDRESS / CITY / ZIP CODE		
	PHONE NUMBER		FAX NUMBER	EMAIL ADDRESS	
	OWNERSHIP				
	<input type="checkbox"/> Federal	<input type="checkbox"/> State	<input type="checkbox"/> Local Government	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership
	<input type="checkbox"/> Limited Liability	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Association	<input type="checkbox"/> Private
	EMPLOYER SECTOR			FEDERAL CONTRACTOR	
<input type="checkbox"/> Public for Profit <input type="checkbox"/> Government/not for profit <input type="checkbox"/> Private for profit			<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> None <input type="checkbox"/> Both Federal & State		
INDUSTRY					
<input type="checkbox"/> Healthcare or Medical	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Service	<input type="checkbox"/> Trades	Number of Employees _____	
<input type="checkbox"/> Banking, Finance, or Insurance	<input type="checkbox"/> Government	<input type="checkbox"/> Education	<input type="checkbox"/> Non-Profit		
COMPANY DESCRIPTION					

POSITION OR POSITIONS AVAILABLE	JOB TITLE		WORK ADDRESS		CITY	
	STATE	ZIPCODE	COUNTY	OPEN DATE	CLOSE DATE	MIN HRS/WEEK
						MAX HRS/WEEK
	MINIMUM SALARY		MAXIMUM SALARY		NO. OF OPENINGS	
	\$	PER	\$	PER	MAXIMUM NO. OF REFERRALS	
	SELECT WORKDAYS				SELECT SHIFT(S)	
	<input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT				<input type="checkbox"/> 1 ST <input type="checkbox"/> 2 ND <input type="checkbox"/> 3 RD <input type="checkbox"/> SPLIT <input type="checkbox"/> ROTATING	
	CHECK IF REQUIRED PRIOR TO HIRE FOR THIS POSITION: <input type="checkbox"/> Background Check <input type="checkbox"/> Drug Screen <input type="checkbox"/> Driver's License					
	JOB DESCRIPTION Please Attach the Job Description Separately in a Word Document.					
	BENEFITS					
<input type="checkbox"/> 401K		<input type="checkbox"/> Educational Assistance		<input type="checkbox"/> Childcare		
<input type="checkbox"/> Paid Holidays		<input type="checkbox"/> Retirement Benefits		<input type="checkbox"/> Dental		
<input type="checkbox"/> Sick Leave		<input type="checkbox"/> Vacation		<input type="checkbox"/> Health Insurance		
<input type="checkbox"/> No Benefits						
EMPLOYER CONTACT METHOD (For Jobseekers)						
<input type="checkbox"/> OMJCC <input type="checkbox"/> In-person <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Apply online						
PUBLIC DISCLOSURE						
<input type="checkbox"/> PARTIAL DISCLOSURE (Only job information shown--must contact OMJCC)			<input type="checkbox"/> NON-DISCLOSURE (Only viewed by OMJCC staff--not disclosed publicly)			
APPLICANT	DESIRED SKILLS (3-5 key skills sets required)					
	EXPERIENCE REQUIRED: <input type="checkbox"/> MONTHS <input type="checkbox"/> YRS.			MINIMUM EDUCATION REQUIRED:		