



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	MAXIMUM NO. OF REFERRALS	SELECT ONE <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> SEAS <input type="checkbox"/> TEMP		
	\$ PER	\$ PER					
	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"/> Dental <input type="checkbox"/> Health Insurance						
<input type="checkbox"/> Paid Holidays <input type="checkbox"/> Retirement Benefits <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation <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:			