Employer Information

OhioMeansJobs.
Marion County
A proud partner of the
American Job Center network

The information below will be used to post an opening for your company. It will also assist us in searching for qualified candidates and referring them to your organization. Pease complete this form and email it to OhioMeansJobs Marion County at OMJMarion@jfs.ohio.gov, fax it to (740) 387-2175, or mail to 622 Leader Street, Marion, OH 43302. We can also take the information over the phone, please call Annette at (740)-386-1076 and she will take the information and get it posted the same day.

Company Name	Federal ID# (FEIN) or (UCAN)	Date

Address	Street	City	State	Zip Code

Contact Person & Title	Telephone #	Fax #

Worksite Address (if different from above)	E-Mail/Website Address

How long have you been in business in this area? _____ years	Layoffs: ☐ **Yes** ☐ **No**	Staffing agency: ☐ Yes ☐ No

Job Title	# Openings	# Referrals wanted

Job Description: *Briefly describe the job duties, skills, software, equipment, machinery, & physical demands required. (Fax a detailed job description if available.)*

_____

Hiring Pattern: _____

Turn Over:_____

Method of Contact?
☐ **Mail resume**
☐ **Fax resume**
☐ **E-mail resume**
☐ **Apply in person**
☐ **Apply online**
_____
☐ **Telephone call**
☐ **Contact OMJ Marion**
☐ **Pick up apps**
☐ **Original App only**
☐ **Mail applications**

Years experience req	Minimum education req	Degree/Cert/License

Minimum age	Will train? ☐ **Yes** ☐ **No**	Related experience acceptable:

Job Length:
☐ **Full-time**   ☐ **Part-time** _____ **hrs per week**   ☐ **Temporary** _____ **duration**

Work Hours: S M T W T F S From _____ to _____	☐ **1st Shift*** ☐ **2nd Shift** ☐ **3rd Shift** ☐ **Rotating Shift** ☐ **Split Shift**	**Wages:** (Info required to process) **From $_____ to $ _____** ☐ **hour** ☐ **week** ☐ **month** ☐ **year**

Benefits:
☐ **Health Insurance** ☐ **Dental Insurance** ☐ **401K/Retirement Plan** ☐ **Sick Leave** ☐ **Vacation**
☐ **Holiday Pay** ☐ **Paid Holidays** ☐ **Education Assistance** ☐ **Child Care** ☐ **No Benefits**

Hiring Requirements:
☐ **Driver's License**   ☐ **Physical**   ☐ **Drug Test**   ☐ **Lifting Req ____ lbs**
   Type _____   ☐ **Use Own Car**   ☐ **Bondable**   ☐ **Other_____**
☐ **Driving Record Check**   ☐ **Reference Check**   ☐ **Own Tools Req**