Department of Workforce Development

JOB SERVICE
FAX OR MAIL JOB ORDER

Fox Cities Workforce Development Center
1802 Appleton Road
Menasha, WI 54952-1110
Phone: (920) 997-3272
Fax: (920) 832-5297

Direct to: Job Service Employer Representative

Sandy Buettner (920) 997-3273 (453) Rose Heinz extension (454)

Gerry Arnoldussen extension (455) _____

Order Placed By: _____ Date: _____

Employer Name		Web Site Address
Business Name Unemployment Taxes are Reported Under (if different)		
Street address, City, State, Zip Code		On Bus Route ____ Yes _____ No
Contact Name	Telephone Number	Fax Number

Does your company have contracts with the Federal Government? Yes _____ No _____

Job Title Advertise on America's Job Bank? Yes_____ No _____		Openings
Job Location (if different from employer address)	Permanent: Full Time ___ Part Time ____ Temporary: Full Time ___ Part Time ____ Part Time: AM PM EV WE	Hours worked per week?

What shift is work performed? ___ 1st ___ 2nd ___ 3rd ___ rotating Starts _____ Ends _____ Flexible hours _____ Sun Mon Tue Wed Thu Fri Sat	Starting Pay per Hour Week Month Year Minimum _____ Maximum _____	Benefits: Health ___ Life ___ Vacation ___ Holiday ___ Retirement/401 (k) ___ Sick Leave ___ Other

Requirements:

Car: none ___ required ____ License: none ___ required ____ Minimum Age: _____	Education none ___ HS or equivalent ___ AA ___ BA ___ BS ___ MA ___

Hiring Requirements: (knowledge, skills, training, experience, special licenses, type of degree, pre-employment physical or drug screen. Please be specific.

Job Duties: (include machines or equipment operated, tools used, computer programs – hardware/software, product or service provided, working conditions etc.) Please be specific Optional (attach position description)

How to apply: Apply in person ___ Call for Appointment ___ Resume ___ Fax ___ Mail ___
Employer Application at Job Service ___ Job Service Application (5011) ___ e-mail _____

Thank you for listing your job order with Fox Cities Workforce Development Center