



Wayne County

A proud partner of the American Job Center network

358 W. North St.
Wooster, Ohio 44691
Phone: (330) 264-5060
WayneCoJobs@jfs.ohio.gov

Job Order

Job Type (Please check one) <input type="checkbox"/> Regular Employment <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Mass Recruitment			
Job Title			
Job Description (please attach job description)			
Worksite Address			Number of Job Openings
City	State	County	Zip
Open Date		Close Date	
Minimum Hours Per Week	Maximum Hours Per Week	Minimum Salary	Maximum Salary
Salary Interval <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Biweekly <input type="checkbox"/> Month <input type="checkbox"/> Bimonthly <input type="checkbox"/> Year <input type="checkbox"/> Commission or Piece Rate			
Duration (Please select one) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal _____ <input type="checkbox"/> Temporary _____ <i>For seasonal or temporary, please provide tentative length of employment</i>			
Job Requirements			
Experience Required (in months)		Required License, Certification, Credential or Registration	
Minimum Education Level or Degree Required <input type="checkbox"/> None <input type="checkbox"/> Grade Level Completed: _____ (no diploma) <input type="checkbox"/> High School Equivalent or GED <input type="checkbox"/> Technical/Vocational School		<input type="checkbox"/> Post-Secondary Degree <input type="checkbox"/> High School Graduate <input type="checkbox"/> Certificate of Attendance (disabled) <input type="checkbox"/> College Years Completed _____ (no degree)	
		<input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Masters Degree <input type="checkbox"/> Doctoral Degree	
Lifting Capacity <input type="checkbox"/> Light to 20 lbs. <input type="checkbox"/> Medium to 50 lbs. <input type="checkbox"/> Heavy to 100 lbs. <input type="checkbox"/> Very Heavy – over 100 lbs.			
Required Clerical Test Types			
Other Physical Restrictions			
Pre-Employment Testing <input type="checkbox"/> Clerical Testing: _____ <input type="checkbox"/> Criminal Background Check		<input type="checkbox"/> Driving Record Check <input type="checkbox"/> Drug Testing <input type="checkbox"/> Employment Test: _____	
		<input type="checkbox"/> Reference Check	
Job Criteria <input type="checkbox"/> Bondable <input type="checkbox"/> Climbing <input type="checkbox"/> Exposure to Extreme Temperature <input type="checkbox"/> Extensive Push/Pull <input type="checkbox"/> Extensive Sitting		<input type="checkbox"/> Extensive Walking <input type="checkbox"/> Frequent Stooping <input type="checkbox"/> Live at Worksite <input type="checkbox"/> Mandatory Overtime <input type="checkbox"/> Near Public Transportation <input type="checkbox"/> Physical Examination	
		<input type="checkbox"/> Repetitive Movements <input type="checkbox"/> Required to Use Own Car <input type="checkbox"/> Required to Use Own Tools <input type="checkbox"/> Will Accept Trainee <input type="checkbox"/> Will Pay for Certification <input type="checkbox"/> Will Provide On The Job Training	
Workdays <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday			
Work Shifts <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> Split <input type="checkbox"/> Rotating			
Benefits <input type="checkbox"/> 401K <input type="checkbox"/> Child Care <input type="checkbox"/> Dental Insurance		<input type="checkbox"/> Educational Assistance <input type="checkbox"/> Health Insurance <input type="checkbox"/> Vacation	
		<input type="checkbox"/> Paid holidays <input type="checkbox"/> Retirement Plan Other Than 401K	
		<input type="checkbox"/> Sick Leave	
		<input type="checkbox"/> No Benefits	
Required Minimum Age		Driver's License Requirements <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D – Non Commercial	

Employer Information			
Employer Name	FEIN	Employer Contact Person	
Company Address <i>(if different from worksite address)</i>			
City	State	County	Zip
Phone #	Ext.	Fax #	
Email Address		Federal Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No	

Tell us how applicants are to apply with your company. Choose A. <u>OR</u> B. below	
<p>A. <input type="checkbox"/> <u>Apply Directly with Your Company</u> <i>Your company name will be revealed on the job posting</i></p> <p><input type="checkbox"/> Apply in person</p> <p><input type="checkbox"/> Send email to _____</p> <p><input type="checkbox"/> Phone calls to _____</p>	<p>B. <input type="checkbox"/> <u>Apply Through OhioMeansJobs Wayne County</u></p> <ul style="list-style-type: none"> • Includes prescreening of resumes • Applicants apply through our organization but submit resumes that are sent via fax or email <p>Please check your preferred method</p> <p><input type="checkbox"/> fax to _____</p> <p><input type="checkbox"/> email to _____</p>

In order for OhioMeansJobs Wayne County to meet placement standards established by the Department of Labor; <u>I agree to inform you when a referral is HIRED.</u>	
<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
Signature	Date
Printed Name	Job Title
Please submit completed job order and position description (preferred Microsoft Word version) via email to WayneCoJobs@jfs.ohio.gov	