Please complete the following information to help Workforce Center staff fulfill your hiring needs. After completing the form, you may fax or email it to the Workforce Center listed below or use it as a guide to place your order with staff when you call.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company:**  |        |  **Federal tax ID (FEIN):** |       |  **State tax ID (SUIN):**   |       |
| **Address:** |        | **City/State:**  |       |  **Zip:**  |       |
| **Phone:**  |        |  **Ext:**  |        | **Fax:**   |        |  |
| **Company contact:**  |       | **Title:**  |       | **Email:**  |       |
| **Is your company a Federal Contractor?** [ ] Yes [ ] No  |
| **Job Details** |
| **Job Title:**  |       |  **No. of openings:**  |        |  |
| **Date to start job post:**  |        |  **Date to end job post:**   |        |  [ ]  **Until notified by employer** |
| **Referral Method(s):** [ ]  Fax/email [ ]  Apply in Person [ ]  Through Recruiter [ ]  Phone Contact |
|  [ ]  Workforce Center [ ] Website:  |        |  |
| **Position type:** [ ]  Full-time [ ]  Part-time **Position status:** [ ]  Permanent [ ]  Temporary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Salary Range:** | $      | **to** | $      | **Work days (check all that apply):** [ ] S [ ] M [ ]  T [ ] W [ ] T [ ] F [ ] S |

**Shift:** [ ] Day [ ] Evening [ ] Night [ ] Rotating [ ] Split [ ] Multiple Shifts Available

|  |  |  |
| --- | --- | --- |
| **Overtime:**  [ ] Yes [ ] No  | **Average hours per week:** |        |

**Benefits offered:** [ ] Medical [ ] Dental [ ] Life [ ]  Paid Vacation [ ] Retirement Plan [ ]  Disability [ ]  Incentive Pay [ ] 401(K) [ ]  Tuition Reimbursement [ ] Company Vehicle [ ] Child Care [ ] Other        |

**Education:** [ ]  Some High School or less [ ]  HS Diploma/GED [ ]  Vocational Certificate [ ]  Some College

 [ ]  Associate’s Deg. [ ]  Bachelor’s Deg. [ ]  Master’s Deg. [ ]  PhD [ ]  MD, OD or Related [ ]  JD

 [ ]  Other

|  |  |
| --- | --- |
| **Experience:**  |       |

**Other requirements (check all that apply):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Own Tools  | [ ]  Type \_\_\_ wpm  | [ ]  MS Excel  | [ ]  Employment Test  | [ ]  10-Key |
| [ ]  MS PowerPoint  | [ ]  Physical Exam  | [ ]  PC skills  | [ ]  MS Word  | [ ]  Bondable |
| [ ]  Drug Test  | [ ]  Windows  | [ ]  MS Access  | [ ]  Other         |

**Is driving an essential function?** [ ] Yes [ ] No

 **If Yes**, what licensure is required: [ ]  Regular [ ]  CDL (A or B) [ ]  Other

**Is this job supporting an H-1B, H-2A, or H-2B Recruitment Activities?** [ ] Yes [ ] No

**Job Description**

If available, please attach a current job description or provide a brief description of the job. List skills, equipment used/operated, aptitude, physical demands, working conditions and worksite if different from address above.

|  |  |  |  |
| --- | --- | --- | --- |
| Dodge City | (620) 227-2149 | Fax: (620) 227-9667 | dodgecityjobs@ks.gov |
| Garden City | (620) 276-2339 | Fax: (620) 276-7306 | gardencityjobs@ks.gov |
| Great Bend | (620) 793-5445 | Fax: (620) 793-3188 | greatbendjobs@ks.gov |
| Hays | (785) 625-5654 | Fax: (785) 625-0092 | haysjobs@ks.gov |
| Hutchinson | (620) 665-3559 | Fax: (620) 728-8161 | hutchinsonjobs@ks.gov |
| Salina | (785) 827-0385 | Fax: (785) 827-2307 | salinajobs@ks.gov |