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.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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 |