

# Corporation to Develop Communities of Tampa, Inc.

Date: \_\_\_\_\_

## **JOB ORDER FORM**

Your job vacancy will be posted in a Job Data Bank, allowing for prescreening of applicants against your job requirements when they visit our office.

**Phone: (813) 231-4362**

**Fax: (813) 231-4680**

### **EMPLOYER:**

Employer/Company Name: \_\_\_\_\_ Federal ID: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Federal Contractor? YES \_\_\_ NO \_\_\_

Address: \_\_\_\_\_

Jobsite Location (If different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Payroll or Employee Leasing Company's Name (if applicable): \_\_\_\_\_

### **POSITION:**

Job Title: \_\_\_\_\_ Number of Openings: \_\_\_\_\_

Educational level required: \_\_\_\_\_ Amount of experience: \_\_\_\_\_

Knowledge, skills, and abilities: \_\_\_\_\_

Licenses, certifications, College Degree or Permits required: \_\_\_\_\_

Is the Job Permanent? \_\_\_\_\_ If no, how long will the position last? \_\_\_\_\_

### **JOB DESCRIPTION:**

Attach additional sheets if necessary.

Pay Rate: \_\_\_\_\_ Per: \_\_\_\_\_ or Pay Range: \_\_\_\_\_ Per \_\_\_\_\_ (Note: If commission only, please state so and provide an estimate of the minimum amount an average employee could expect to earn. If pay is left blank, minimum wage will be listed on the job order).

Do you offer benefits?: \_\_\_\_\_ If yes, what: \_\_\_\_\_

Do you perform criminal Background Checks?: \_\_\_\_\_ Are you a Drug Free Workplace?: \_\_\_\_\_

Days Worked: \_\_\_\_\_ to \_\_\_\_\_ Hours Worked: \_\_\_\_\_ to \_\_\_\_\_ Hours per week: \_\_\_\_\_

### **APPLICATION PROCESS:**

Apply in person

Mail, Email or Fax Resume

Call for an appointment

**SPECIAL INSTRUCTIONS OR REQUESTS:**

Please provide feedback on the applicants we refer and contact us when your job order has been filled.