

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.