

**CARROLL COUNTY BUSINESS & EMPLOYMENT RESOURCE CENTER
JOB ORDER FORM**

224 N. Center Street, Westminster, MD 21157

JOB TITLE:

EMPLOYER'S NAME:

EMPLOYER'S PRODUCT/SERVICE:

ADDRESS:

PHONE:

FAX:

CONTACT PERSON:

WEBSITE:

EMAIL:

JOB DESCRIPTION:

JOB REQUIREMENTS:

Drivers License ___ Drivers Record Check ___ Minimum Age _____ Minimum Education _____
Hvy. Lift. ___ Med. Lift. ___ Lgt/No Lift. ___ Sedentary ___ Phys. Req. ___ Drug Test Req. ___ Bkgrd Ck ___

WAGES: _____ **# OF OPENINGS:** _____ **PERM or TEMP** _____

FT OR PT: _____ **O/T: Yes No** **BENEFITS:** _____

HOURS & DAYS OF WORK: _____ **WILLING TO TRAIN:** _____

HOW TO APPLY: _____

CLOSING DATE: _____

Office Use Only

Posting Date _____ Follow-Up Date _____ Pull Date _____ Entered in MWE _____ Staff _____