



OhioMeansJobs.
Mahoning & Columbiana Counties
A proud partner of the
American Job Center network

Columbiana County
7989 Dickey Drive, STE 4
Lisbon, OH 44432
330.420.9675 ext. 8124
FX: 330.424.7313

Mahoning County
127 Boardman-Canfield Rd.
Youngstown, OH 44512
330.747.5639. ext. 7140
FX: 330.743.1741

Business Job Order Form

Company Name		Federal ID# (FEIN) or (UCAN)		Date	
Address Street _____ City _____ State _____ Zip Code _____					
Contact Person & Title			Telephone#		Fax#
Worksite Address (If different from above)			E-Mail/Website/URL Address*		
Job Title			# Openings		Post this job on social media: Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Description: Briefly describe the job duties, skills, software, equipment, machinery, or physical demands required. (Attach a detailed job description if available)				How would you like candidates to contact you? <input type="checkbox"/> Telephone Call <input type="checkbox"/> Mail Resume <input type="checkbox"/> Fax Resume <input type="checkbox"/> E-mail Resume <input type="checkbox"/> Apply in Person @ Co <input type="checkbox"/> Apply @ OMJ Center <input type="checkbox"/> Apply @ Co website	
Years of Experience Req		Minimum Education Req		Degree/Cert/License Req	
Minimum Age		Will train? <input type="checkbox"/> Yes <input type="checkbox"/> No	Related experience acceptable:		
Job Length: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____ hours weekly <input type="checkbox"/> Temporary _____ duration					
Work Hours: Sun M T W T F Sat From ____:____ To ____:____		<input type="checkbox"/> 1 st Shift <input type="checkbox"/> 2 nd Shift <input type="checkbox"/> 3 rd Shift <input type="checkbox"/> Rotating Shift <input type="checkbox"/> Split Shift		Wages: (Info required to process) From \$ _____ To \$ _____ <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	
Benefits: <input type="checkbox"/> Health Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> 401K/Retirement Plan <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation <input type="checkbox"/> Vision Insurance <input type="checkbox"/> Paid Holidays <input type="checkbox"/> Education Assistance <input type="checkbox"/> Child Care <input type="checkbox"/> No Benefits					
Hiring Requirements: <input type="checkbox"/> Driver's License Type _____ <input type="checkbox"/> Physical <input type="checkbox"/> Use Own Car <input type="checkbox"/> Drug Test <input type="checkbox"/> Own Tools Req <input type="checkbox"/> Background Check <input type="checkbox"/> Lifting Req _____ lbs <input type="checkbox"/> Driving Record Check <input type="checkbox"/> Reference Check <input type="checkbox"/> Bondable <input type="checkbox"/> Other _____					