



## MLJT JOB ORDER FORM

Date Posted:	Closing Date:								
Business Name:	Position Title:								
Physical Address of Job:									
Business Mailing Address:									
Business Phone:	Contact Person for Job:								
Contact's Phone:	Contact's Email:								
EDD/UI /Tax ID #: _____ (8 digits, Find this number on your W-2, DE-9 or DE-2088. Call 209-588-1150 for assistance.)									
Earliest Date to Display Job:	# of Positions Available:								
# of Hours Per Week:	Work from Home? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>								
Type of Job: (Regular, Internship, Seasonal, etc...)	Duration of Job: (Permanent over 150 days, seasonal, temp, # of months...)								
Complete Job Description: (Attach separate sheet or document if needed)									
Skills/ Tools/ Software/ Technology Needed:									
Minimum Typing Speed:  _____ WPM (Words Per Minute)	Hiring Requirements: (Check all that apply) <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Drug Test</td> <td><input type="checkbox"/> Reference Check</td> </tr> <tr> <td><input type="checkbox"/> Background Check</td> <td><input type="checkbox"/> Bonding</td> </tr> <tr> <td><input type="checkbox"/> Credit Check</td> <td><input type="checkbox"/> DMV Record</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Other:</td> </tr> </table>	<input type="checkbox"/> Drug Test	<input type="checkbox"/> Reference Check	<input type="checkbox"/> Background Check	<input type="checkbox"/> Bonding	<input type="checkbox"/> Credit Check	<input type="checkbox"/> DMV Record		<input type="checkbox"/> Other:
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<input type="checkbox"/> Credit Check	<input type="checkbox"/> DMV Record								
	<input type="checkbox"/> Other:								

Test Requirements:		
Language and Proficiency Level Needed:		
Minimum Age Requirement and Reason: (e.g. Insurance, nature of job...)		
Minimum Education Required and Reason:		
Minimum Months of Experience:	Is Job Accessible by Public Transportation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Driver's License Required? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, What Type? (A,B,C) _____	Minimum Wage/Salary? _____ /hr	Maximum Wage/Salary? _____ /hr
Bonus or Other Pay Comments:		
Type of Shift:		
Benefits Offered? Yes <input type="checkbox"/> No <input type="checkbox"/> Description:		
Job Application Tools Required: (Resume, Cover letter, Application hard-copy, Company Website, CalJOBS)		
Job Application Methods: (Email, Fax, Mail, In- Person, Phone)		
Would you like this position shared to the Mother Lode Jobs Facebook Page? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Brief Description of Application Process:		
Would you like to be notified by email when an applicant applies for this job through CalJOBS? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this a Green Job? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a Federal Contractor? Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Comments:		