NUMBER OF OPENINGS ___________________________  # REFERRALS REQUESTED __________________________

MINIMUM EXPERIENCE

HRS PER WEEK _______________________________ START TIME __________________  END TIME____________

SHIFT COMMENT  ❑ FIRST  ❑ SECOND  ❑ THIRD

HOURLY RATE ___________________________ ❑ DOE  PAY COMMENT ___________________________ ❑ BENEFITS

HOURLY PAY RANGE ________________________________  FT _______ PT _______ TEMP _____ PERM_______

EDUCATION

LOWEST ACCEPTABLE DEGREE

❑ EDUCATION FIRM  ❑ CERTIFICATE REQUIRED  ❑ WILL TRAIN

CERTIFICATE TYPE______________________________

DRIVERS LICENSE  ❑ REQUIRED  TYPE ❑ CDL A  ❑ CDL B  ❑ OPERATOR  ❑ OTHER

❑ DOT PHYSICAL REQUIRED  COMMENT______________________________

❑ VEHICLE REQUIRED  COMMENT______________________________

❑ INSURANCE REQUIRED  ❑ MVR RECORD REQUIRED

DRUG TESTING  ❑ YES  ❑ NO

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NHES 0332  R-11/14
FOR STAFF USE ONLY

Disclose Company name? Yes □ No □  Is this job part of a Federal Contract? Yes □ No □
Display skills on letters and print views?  Yes □ No □  Allow applicants to self-match? Yes □ No □
Is this a Green Job? Yes □ No □  Send Job to US.Jobs? Yes □ No □
Is Veterans Preference given to this job order? Yes □ No □
Does a court ordered affirmative action plan require posting this job order? Yes □ No □
Does this job order require security clearance? Yes □ No □
Is this job order for an Enterprise Zone? Yes □ No □
Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States? Yes □ No □

Employer Job Order Notes

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