

**Stark County**  
**OhioMeansJobs**  
 822 – 30<sup>th</sup> Street N.W.  
 Canton, Ohio 44709  
 Phone: 330 433-9675  
 Fax: 330 491-2650



**Tuscarawas County**  
**OhioMeansJobs**  
 1260 Monroe St., Suite 35  
 New Philadelphia, Ohio 44663  
 Phone: 330 364-9777  
 Fax: 330 602-2858

Job Type	<input type="checkbox"/> Regular Employment <input type="checkbox"/> Alien Certification	<input type="checkbox"/> Apprenticeship <input type="checkbox"/> Casual	<input type="checkbox"/> Domestic Work <input type="checkbox"/> Job Development	<input type="checkbox"/> Mass Recruitment <input type="checkbox"/> Statistical Placement
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Job Title

**Job Description** (you may attach your company job description and qualifications/requirements)

**Worksite Address**

City	State	County	Zip
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Open Date	Close Date
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Minimum Hours Per Week	Maximum Hours Per Week	Minimum Salary	Maximum Salary
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Rate of Pay: <input type="checkbox"/> Hour <input type="checkbox"/> Year <input type="checkbox"/> Commission or Piece Rate	Does this position serve the <b>oil and gas industry</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Number of Job Openings	Experience Required (number of months)
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Duration (Please select one) <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<b>OR</b> Please provide tentative length of employment for the following: <input type="checkbox"/> Seasonal _____ <input type="checkbox"/> Temporary _____
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**Employer Information**

Employer Name	Employer Contact Person
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Company Address  
(if different from worksite address)

City	State	County	Zip
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Phone # ( ) Ext.	Fax # ( )
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Email Address	Federal Contractor <input type="checkbox"/> Yes <input type="checkbox"/> No
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**Tell us how applicants are to apply with your company. Please choose A. or B. below**

<p><b>A.</b> <input type="checkbox"/> <b>Apply Through OhioMeansJobs Centers</b></p> <ul style="list-style-type: none"> <li>- Includes prescreening of resumes or company applications</li> <li>- Applicants apply through our organization</li> <li>- Resumes can be sent to employer via fax or email</li> </ul> <p>Please check your preferred method</p> <p><input type="checkbox"/> fax to _____</p> <p><b>OR</b></p> <p><input type="checkbox"/> email to _____</p>	<p><b>B.</b> <input type="checkbox"/> <b>Apply Directly With Your Company</b></p> <p>Your company name will be revealed</p> <p><input type="checkbox"/> Apply in person</p> <p><input type="checkbox"/> Send email to _____</p> <p><input type="checkbox"/> Phone calls to _____</p> <p><input type="checkbox"/> Send fax to _____</p> <p><input type="checkbox"/> Apply online at _____</p>
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## Requirements

Required License, Certification, Credential or Registration:

Minimum Education Level or Degree Required

None

Grade Level Completed: \_\_\_\_\_  
(no diploma)

High School Equivalent or GED

Technical/Vocational School

Post-Secondary Degree

High School Graduate

Certificate of Attendance (disabled)

College Years Completed \_\_\_\_\_  
(no degree)

Associates Degree

Bachelors Degree

Masters Degree

Doctoral Degree

Lifting Capacity

Light to 20 lbs.  Medium to 50 lbs.  Heavy to 100 lbs.  Very Heavy – over 100 lbs.

Other Requirements or Restrictions

Pre Employment Testing

Clerical Testing: \_\_\_\_\_

Criminal Background Check

Driving Record Check

Drug Testing

Employment Test: \_\_\_\_\_

Reference Check

Job Criteria

Bondable

Climbing

Exposure to Extreme Temperature

Extensive Push/Pull

Extensive Sitting

Extensive Walking

Frequent Stooping

Live at Worksite

Mandatory Overtime

Near Public Transportation

Physical Examination

Repetitive Movements

Required to Use Own Car

Required to Use Own Tools

Will Accept Trainee

Will Pay for Certification

Will Provide On The Job Training

Work Days

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Work Shifts

1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  Split  Rotating

Benefits

401K

Child Care

Dental Insurance

Educational Assistance

Health Insurance

Vacation

Paid holidays

Retirement Plan

Other Than 401K

Sick Leave

No Benefits

Required Minimum Age

Drivers License Requirements

Class CDL  A  B  C  D – Valid Driver's License

I understand that OhioMeansJobs Centers (operated by the Workforce Initiative Association) will receive information from applicants in an effort to fill this job order. OhioMeansJobs Centers will use information provided by individuals and by employers to match needs with required or requested skills. OhioMeansJobs Centers, however, will NOT verify information provided by applicants. Accordingly, employers remain responsible to verify information provided by applicants including education, work experience, licenses and certifications, references and background checks as would be normally done. In return for our services and in order for OhioMeansJobs Centers to meet placement standards established by the Department of Labor; I agree to inform you when a referral is HIRED by completing the Job Placement Information Form and returning it to OhioMeansJobs Centers.

Agree  Disagree

**Instructions:**

The "Agree" box must be checked before submittal to OhioMeansJobs Centers.

If you have printed out this form and will be filling out the hard copy version with wet ink – then the box for "Agree" must be checked off with wet ink and your wet ink signature must be filled out below before submittal to OhioMeansJobs Centers.

**Signature**

**Date**

**Printed Name**

**Job Title**