



DEPARTMENT OF JOB AND FAMILY SERVICES

185 Shady Lane Drive, Norwalk OH 44857 ♦ www.huroncountydjfs.org
419-668-8126 or 1-800-668-5175 ♦ Fax 419-668-4738

JOB ORDER POSTING FORM

Employer Name:

Job Title You Are Hiring / Training For:

Number of Positions: _____

Posting Active Date: _____

Posting Expiration Date: _____

(defaults to 30 days and cannot be open longer than 90 days from Active Date Posting)

If you would like a resume search done in the OhioMeansJobs.com database, please ask to have a *Resume Search Form* sent to you to complete and send back for us to run the search.

Desired Skills/Duties: (Maximum 4,000 characters) *A detailed description will enhance your ability to attract qualified job candidates.*



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Licenses/Certifications Required:

Worksite Zip Code (Only 1 zip code per job posting permitted)

Salary (Please enter number or leave blank): \$ _____ Hourly \$ _____ Yearly

Education Level: (must choose ONLY one or defaults to No School Grade Completed)

- Professional Degree
- Doctoral Degree
- Master's Degree
- Bachelor's Degree
- Associates Degree
- Vocational / Technical Degree
- Attained Certificate of Equivalency for HS Degree
- Attained Certificate of Attendance / Completion (Disabled Individual)
- High School Graduate
- Attained Other Post-Secondary Degree or Certification
- No School Grade Completed
- Some College Coursework _____ number of years completed
- Some High School Coursework _____ number of years completed

Years of Experience: (response is optional)

- Less than 1 year
- 1 – 2 years
- 2 – 5 years
- 5 – 7 years
- 7 – 10 years
- 10 – 15 years
- More than 15 years

Career Level: (response is optional)

- Student (High School)
- Student
- Entry Level
- Experienced (Non-Manager)
- Manager (Manager/Supervisor of Staff)
- Executive (SVP, VP, Departmental Head, etc.)
- Senior Executive (President, CFO, etc.)

Work Days (defaults to Monday-Friday if nothing is selected)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Work Shifts (defaults to 1st shift if nothing is selected)

1st 2nd 3rd Rotating Split

Employment Type (must choose at least one or Full Time will be default)

Full Time Part Time Permanent Temporary Contract

Please complete Contact Information on the following page.



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Contact Information

Note: This information will be visible to job seekers

Contact Name:

Preferred Method of Direct Contact

- ◆ **Calls Wanted:** *(list one phone number)*

- ◆ **Resumes Wanted:** *(list one address to mail resume)*

- ◆ **Apply in Person at Interview Site:** *(list one address for job seekers to apply)*

- ◆ **E-Mail Wanted:** *(list one e-mail address)*

- ◆ **Fax Resume:** *(list one fax number)*

- ◆ **Apply Online:** *(list one website)*

I would like my Job Posting to be CONFIDENTIAL

Company Name will not be released to the public

All resumes for confidential postings will be sent to Jacob.Bruder01@jfs.ohio.gov and forwarded to the email address you have provided.