



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:

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) *The keywords in this section will be used to match job seekers' searches with your job. A detailed description will enhance your ability to attract qualified job candidates.*



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Licenses/Certifications Required:

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

Education Level: (must choose ONLY one)

- 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

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)

- Full Time Part Time Permanent Temporary Contract

Worksite Zip Code

(Only 1 zip code per job posting permitted)

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 Karmen.Ross@jfs.ohio.gov and forwarded to the email address you have provided.