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| **Thank You for posting your job order with MassHire Merrimack Valley Career Center! Our goal is to refer good quality** **candidates to your positions. *Please review your form and ensure it is as complete and detailed as possible – this will help us match our job seekers to your position.* We ask that you provide us with hire information on candidates you received from our Career Center. Please complete & return via email to:** **eric.nelson@detma.org** |
| COMPANY INFORMATION |
| Company Name: |  | **FEIN (Required):** |  |
| Street Address: |  |
| City: |  | **State:** |  | **Zip Code:** |  |
| Type of Business: | [ ]  **Private** [ ]  **Local Government** [ ] **State Gov’t** [ ]  **Federal Gov’t** [ ]  **Foreign/International**  |
| **Federal Contractor?**  | [ ] **Yes** [ ] **No** | **Number of Employees:** |  |
| Contact Person: |  | Phone: |  | **Ext:** |  |
| Email: |  | Fax:  |  |
| **JOB SPECIFICATION** |
| **Worksite City/State (if different from above):**  |  | **Zip Code:** |  |
| Job Title: |  | **Number of Openings:** |  |
| [ ]  **Full Time** [ ]  **Part Time** [ ]  **Per Diem**  | [ ] **Permanent** [ ]  **Temporary \*Duration if Temporary:**  | **Click to select** |
| Shift:  | [ ]  **1st** [ ]  **2nd** [ ] **3rd** [ ]  **Rotating** [ ]  **Split**  | Hours/Week |  | **Time Schedule****(Optional)** |  |
| **How long do you want this job open for? (postings automatically close after 60 days unless otherwise specified):**  |  |
| **Drivers License:** | **Click to select** | **Minimum Age:** |  | **Accessible from Public Transportation?**  | [ ] **Yes** [ ] **No** |
| **Is this a Union position? (Check one)** | [ ] **Yes** [ ] **No** | **Is this an Apprenticeship position? (Check one)**  | [ ] **Yes** [ ] **No** |
| JOB DESCRIPTIONEnter the job description as it should appear on the Job Quest website. This job description will be viewable to job seekers.*NOTE: The job description on Job Quest is limited to 4,000 characters (including spaces). Text field below will expand as needed.*  |
|  |
| **Pay & Benefit Specifications** |
| Lower Pay: | **$** |  | **Upper Pay:** | **$** |  | **Per: Click to select** | [ ]  **Plus Commission** [ ]  **Plus Tips**  |
| **Pay Rate = Fixed or Depends on Experience?** | [ ]  **Fixed** [ ]  **DOE** | **Is this a 1099 / Independent Contractor position?** | [ ]  **Yes**  |
| **Benefits:** (Check all that apply) | [ ]  **401K** [ ]  **Bonuses** [ ]  **Clothing Allowance** [ ]  **Dental** [ ]  **Education Reimbursement** [ ]  **Life Insurance** [ ]  **Long Term Disability** [ ]  **Major Medical** [ ]  **Mileage Reimbursement** [ ]  **Retirement Plan** [ ]  **Sick Leave** [ ]  **Vacation Leave** [ ]  **Vision Insurance** [ ]  **Paid Holidays** [ ]  **Other:**  |
| **Skill Set** |
| Minimum REQUIRED Education: | **Click to select** | **DESIRED Education:** | **Click to select** |
| Field of study / degree (optional) |  | [ ]  Required [ ]  Desired  |
| Bi-lingual?  | [ ]  No | Language(s):  | [ ]  Required [ ]  Desired  |
| Minimum Experience (specify months or years) |  |
| Please list Mandatory, Desired, and Soft skills below. These will not appear on the Job Quest website, but will help us build our job match and screen for candidates. Include any Software, Certifications, Licenses, or Languages. *NOTE: Text fields below will expand as needed*  |
| Mandatory Skills | Desired Skills | Soft Skills |
|  |  |  |
| APPLICATION INFORMATION |
| Note to Employer: MassHire Merrimack Valley Career Center posts job orders as “Confidential”. This means that your company information is not visible to Job Seekers on the Job Quest website. Job Seekers will be instructed to contact the Career Center to be screened for minimum qualifications. If the job seeker meets basic qualifications, they will be given your instructions on how to apply. If you DO NOT wish to post your job as “Confidential” (e.g. you want your company information visible), please check “NO” in the block below. Please be aware that if you do not post as “Confidential”, job seekers will be able to contact you directly and will not be pre-screened by our staff.  |
| Do you want your job posted as Confidential as described above?  | [ ] Yes [ ] No |
| **Referral Instructions:**  | [ ]  **Call for an interview**  | **Phone number to call:** |  |
|  | [ ]  **Send resume via email** | **Email Address:** |  |
|  | [ ]  **Send resume via fax** | **Fax Number:** |  |
|  | [ ]  **Apply in person** | **Address (if different than company):** |  |
|  | [ ]  **Apply online** | **Web Address:** |  |
|  | [ ]  **Other:**  |  |