



255 Essex Street, Lawrence MA 01840
 978.722.7000 MassHireMVCC.com

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: enelson@masshiremvcc.com

COMPANY INFORMATION									
Company Name:						FEIN (Required):			
Street Address:									
City:					State:		Zip Code:		
Type of Business:	<input type="checkbox"/> Private <input type="checkbox"/> Local Government <input type="checkbox"/> State Gov't <input type="checkbox"/> Federal Gov't <input type="checkbox"/> Foreign/International								
Federal Contractor?	<input type="checkbox"/> Yes <input type="checkbox"/> No			Number of Employees:					
Contact Person:					Phone:			Ext:	
Email:					Fax:				
JOB SPECIFICATION									
IS THIS POSITION TO FILL A SHORTAGE DUE TO COVID-19 OR DUE TO PPE MANUFACTURING GRANT?						<input type="checkbox"/> YES <input type="checkbox"/> NO			
Worksite City/State (if different from above):							Zip Code:		
Job Title:						Number of Openings:			
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem			<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary			*Duration if Temporary:			
Shift:	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> Rotating <input type="checkbox"/> Split			Hours/W eek		Time Schedule (Optional)			
How long do you want this job open for? (postings automatically close after 60 days unless otherwise specified):									
Drivers License:			Minimum Age:			Accessible from Public Transportation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this a Union position? (Check one)			<input type="checkbox"/> Yes <input type="checkbox"/> No		Is this an Apprenticeship position? (Check one)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
JOB DESCRIPTION									
<p>Enter 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.</p>									



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List COVID precautionary measures your company is taking to protect employees (ex. Temperature checks / PPE, facemask, etc.)
 Would you like to list these measures in your job order? Yes No

Pay & Benefit Specifications

Lower Pay:	\$	Upper Pay:	\$	Per:	<input type="checkbox"/> Plus Commission	<input type="checkbox"/> Plus Tips
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Pay Rate = Fixed or Depends on Experience?	<input type="checkbox"/> Fixed	<input type="checkbox"/> DOE	Is this a 1099 / Independent Contractor position?	<input type="checkbox"/> Yes
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Benefits: (Check all that apply)	<input type="checkbox"/> 401K <input type="checkbox"/> Bonuses <input type="checkbox"/> Clothing Allowance <input type="checkbox"/> Dental <input type="checkbox"/> Education Reimbursement <input type="checkbox"/> Life Insurance <input type="checkbox"/> Long Term Disability <input type="checkbox"/> Major Medical <input type="checkbox"/> Mileage Reimbursement <input type="checkbox"/> Retirement Plan <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation Leave <input type="checkbox"/> Vision Insurance <input type="checkbox"/> Paid Holidays <input type="checkbox"/> Other:
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Skill Set

Minimum REQUIRED Education:		DESIRED Education:	
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Field of study / degree (optional)	<input type="checkbox"/> Required <input type="checkbox"/> Desired
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Bi-lingual?	<input type="checkbox"/> No	Language(s):	<input type="checkbox"/> Required <input type="checkbox"/> Desired
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Minimum Experience (specify months or years)	
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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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Referral Instructions:	<input type="checkbox"/> Call for an interview	Phone number to call:	
	<input type="checkbox"/> Send resume via email	Email Address:	
	<input type="checkbox"/> Send resume via fax	Fax Number:	
	<input type="checkbox"/> Apply in person	Address (if different than company):	
	<input type="checkbox"/> Apply online	Web Address:	
	<input type="checkbox"/> Other:		