

Job Seeker Recruiter Form (CalJOBS)

Alliance for Workforce Development, Inc.	AJCC Location:
Staff:	Date:
Information from Company Submitting Job Order	
*Company Name:	
Email:	*Primary Number(s):
*State Tax ID:	Fax:
Number of Employees:	Federal Contractor: <input type="checkbox"/> Yes <input type="checkbox"/> No
*Address: Mailing Address: Same <input type="checkbox"/>	
Other Locations:	
*Authorized Submitting Individual Name & Title:	
Brief Company Profile/ Industry Cluster:	
Position Information	
Job Title:	Number of Positions Available:
Job Description:	
*Position Type: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Consultant	
Position Location:	*Position: Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Commission <input type="checkbox"/>
Min. Salary: DOE <input type="checkbox"/>	*Max Salary: DOE <input type="checkbox"/>
<i>Check any hiring requirements for this job:</i>	
<input type="checkbox"/> Drug Testing/Screening	<input type="checkbox"/> Reference Checks
<input type="checkbox"/> Background Checks	<input type="checkbox"/> Motor Vehicle Record Check
<input type="checkbox"/> Credit Checks	<input type="checkbox"/> Other (specify):
Minimum Education & Experience	
*Education Required: Non <input type="checkbox"/> HS <input type="checkbox"/> AA <input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/>	*Minimum Months of Experience:
Driver Licenses: Yes <input type="checkbox"/> No <input type="checkbox"/>	Accessible by public transportation: Yes <input type="checkbox"/> No <input type="checkbox"/>
Application Process	
Form of Submission:	
Forms Needed:	
Link for Job Application:	
Job Description Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Position Information	
New <input type="checkbox"/> Existing <input type="checkbox"/> Other <input type="checkbox"/>	

*Required information for submission

I have read and reviewed the information completed on this Job Seeker Recruiter Form and approve the posting of this job order to be entered into the CalJOBS system, as well as other forms of announcing job opportunities used by the AJCC including job boards, e-mail outreach, newspaper ads, etc.

Signature of Authorized Individual

Date