

Employers: Please complete the following Job Order form online, or fax it to us at 737-2051.
If you have additional questions please call us at 732-4666, ext., 120

WESTBAY BUSINESS SERVICES CENTER

JOB ORDER

Today's Date: _____ Status: Open__ Pending__ Order Date: Open Over thirty days: Y__ N__

GENERAL INFORMATION:

Company Name: _____

Address: _____

City: _____ State/Zip _____

Job Title: _____ Job Location (if same, leave blank) _____

Is Site on Bus Route Y__ N__ Contact Person: _____

Phone: _____ Ext.,: _____ Fax: _____ Alt Phone: _____

Is Location Handicapped accessible? Y__ N__

How would you like the Westbay client to apply for this position?

Email: _____ Phone: _____ Fax: _____ In Person _____

Mail: _____ Other: _____

ADDITIONAL INFORMATION:

Number of Openings: _____	Shift: 1 st __ 2 nd :__ 3 rd :__	Starting Pay:
Duration: FT__	Monday thru Friday__	Minimum:____ Maximum _____
Part-time__	Days Vary _____	Hour__ Weekly__ Yearly__
Temporary__	Education Required _____	Special License/Certification _____
Hours per Week _____	Experienced Required _____	
	Years: _____ Months: _____	Public Trans: Y__ N__
		Minimum Age _____
		Drug Screen: Y__ N__
		BCI check: Y__ N__