



Geauga County

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OhioMeansJobs Geauga
 12480 Ravenwood Drive
 Chardon, OH 44024
 Phone: (440) 285-1108
 Fax: (440) 285-1218

Assigned Job Order No. (Staff): _____

 NAICS: _____

PLEASE RETURN THIS FORM TO:

Michelle Piscopo
 Email: michelle.piscopo@jfs.ohio.gov
 Phone: (440) 285-1108 Fax: (440) 285-1218

Company	COMPANY NAME		ADDRESS / CITY / ZIP CODE	
	CONTACT NAME/TITLE		EMAIL ADDRESS	
	PHONE NUMBER		FAX NUMBER	
	FED ID NUMBER		DATE	

POSITION(S) AVAILABLE	JOB TITLE			WORK ADDRESS		
	OPEN DATE		CLOSE DATE (30 days after Open Date)		MIN HRS/WEEK	MAX HRS/WEEK
	MINIMUM SALARY \$ per hour		MAXIMUM SALARY \$ per hour	NO. OF OPENINGS	MAXIMUM NO. OF REFERRALS	SELECT ONE <input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> SEAS <input type="checkbox"/> TEMP <input type="checkbox"/> CONTRACT
	SELECT WORKDAYS <input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUE <input type="checkbox"/> WED <input type="checkbox"/> THU <input type="checkbox"/> FRI <input type="checkbox"/> SAT				SELECT SHIFT(S) <input type="checkbox"/> 1 ST <input type="checkbox"/> 2 ND <input type="checkbox"/> 3 RD <input type="checkbox"/> SPLIT <input type="checkbox"/> ROTATING	
	CHECK IF REQUIRED PRIOR TO HIRE FOR THIS POSITION: <input type="checkbox"/> Background Check <input type="checkbox"/> Drug Screen <input type="checkbox"/> Reference Check <input type="checkbox"/> Driver's License					
	JOB DESCRIPTION					
	<input type="checkbox"/> Is a Green job <input type="checkbox"/> Equal Opportunity Employer					
	BENEFITS <input type="checkbox"/> 401K <input type="checkbox"/> Childcare <input type="checkbox"/> Dental <input type="checkbox"/> Educational Assistance <input type="checkbox"/> Health Insurance, including Vision <input type="checkbox"/> Paid Holidays <input type="checkbox"/> Retirement Benefits <input type="checkbox"/> Sick Leave <input type="checkbox"/> Vacation <input type="checkbox"/> Life Insurance <input type="checkbox"/> No Benefits					
	APPLICANTS WILL APPLY FOR POSITION BY CONTACTING: <input type="checkbox"/> OhioMeansJobs <input type="checkbox"/> EMPLOYER by (all that apply): <input type="checkbox"/> Phone, <input type="checkbox"/> Fax, <input type="checkbox"/> Mail, <input type="checkbox"/> Email, <input type="checkbox"/> Apply online, <input type="checkbox"/> In-person Geauga County Employer Contact Info:					
	PUBLIC DISCLOSURE <input type="checkbox"/> FULL DISCLOSURE (Name of Employer will be advertised) <input type="checkbox"/> NON-DISCLOSURE (Only job description, title, skills, wage, hours viewed by the public. Employer name will NOT be advertised to the public.)					

APPLICANT	DESIRED SKILLS (3-5 key skills sets required)	
	EXPERIENCE REQUIRED: _____ MONTHS _____ YRS.	MINIMUM EDUCATION REQUIRED: Minimum Age: _____

Rev 3/29/16 **NOTE:** Principals only. Recruiters, please do not contact this job poster. Do not contact the poster with unsolicited services or offers. **This posting expires on (same as Close Date above)** _____