



★ JOBS FOR VETS ★

JOB REQUEST FORM



Prospective employer: Complete GRAY shaded items

Date:		Requisition Number <i>(Office use only)</i>	
Employer Name:			
Employer Address:			
Telephone:		Fax:	
Website:		E-mail:	
Job title:			
Job location: <i>(if not employer address)</i>			

Interview location:	<input type="checkbox"/> Company address <input type="checkbox"/> Job location <input type="checkbox"/> Other: _____		
Interviewer phone:		Interviewer E-mail:	

<input type="checkbox"/> Part Time	<input type="checkbox"/> Replacement	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	<input type="checkbox"/> Temp To Permanent
<input type="checkbox"/> Full Time	<input type="checkbox"/> New Position	<input type="checkbox"/> Hourly	<input type="checkbox"/> Seasonal	

How should applicants contact you? <i>(Check all that apply)</i>	<input type="checkbox"/> Call for appointment: _____	<input type="checkbox"/> Apply in person at: _____
	<input type="checkbox"/> Mail résumé <input type="checkbox"/> Fax résumé <input type="checkbox"/> E-mail résumé	<input type="checkbox"/> Apply online at: _____

Proposed Starting Salary:	\$ _____	Proposed Start Date:	_____
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Job Description:

Preferred Skills:

Required screenings – including drug, MVR, background as necessary:

Supervisor Signature

Date