

Mayor's Office of Employment Development

Job Posting Application



Instructions: Complete all fields and email this form to business@oedworks.com.
All fields are required. Missing information could delay the processing of your application.

COMPANY INFORMATION		
Company	FEIN	
Street Address		
City	State	ZIP
Website/URL	# of Employees	Industry
Contact Name	Title	
Email Address	Phone	Fax
Is Job Posting for a City Contract? NO <input type="checkbox"/> YES <input type="checkbox"/>	Contract Name/#	
JOB POSTING INFORMATION		
Job Title/	Number of Open Positions _____	Status: FT <input type="checkbox"/> PT <input type="checkbox"/> Temp <input type="checkbox"/>
Salary/ Hr. Wage	Benefits: NO <input type="checkbox"/> YES <input type="checkbox"/> Type:	
Work Environment: Indoors <input type="checkbox"/> Outdoors <input type="checkbox"/>	Physical Requirement	NO <input type="checkbox"/> YES <input type="checkbox"/> List
min. lifting _____ lbs		
Licenses/Certification Required: NO <input type="checkbox"/> YES <input type="checkbox"/> List: _____		
Car required: NO <input type="checkbox"/> YES <input type="checkbox"/>	Is company accessible by public transportation? NO <input type="checkbox"/> YES <input type="checkbox"/>	
Bus# _____		
Pre-Employment Screening: Alcohol/Drug <input type="checkbox"/> Credit <input type="checkbox"/> References <input type="checkbox"/> Criminal Background Check NO <input type="checkbox"/> YES <input type="checkbox"/>		
Education : <input type="checkbox"/> HS Diploma or GED <input type="checkbox"/> College Courses <input type="checkbox"/> Training/Tech Certificate <input type="checkbox"/> AA Degree <input type="checkbox"/> B. A. Degree <input type="checkbox"/> Other Degree		
JOB DESCRIPTION		
Experience/ Skills Required		
EMPLOYER CERTIFICATION		
I certify that the information on this job posting is accurate and is provided to recruit for a valid employment opportunity.		
Signature/Title	Date	
MOED OFFICE USE ONLY		
BSR Assigned/Date:		