



439 South Union Street, Lawrence, MA 01843
978-722-7000 Phone / 978-722-7090 fax

JOB SPECIFICATIONS

Please answer the following questions:

- Is this job related to funding provided by the American Recovery and Reinvestment Act (ARRAY)? Yes No Not Sure
Is this an Apprenticeship position? Yes No
Is this a Union Position? Yes No

Date: Open Position - Job Title

Company: FEIN# (mandatory)

Contact Person: Phone: Fax:

Street:

City: State: Zip:

Worksite Location (City/Town):

Type of Position: Permanent Temporary - Duration if Temporary:

Shift(s) 1st shift 2nd shift 3rd shift

Pay Rate: \$ OR Range \$

Number of Openings: Work Schedule - Hours Worked Per Week: From To

Is Public Transportation available to this location for this shift? YES NO

Please list Benefits:

JOB REQUIREMENTS / MAJOR DUTIES

Please list the MINIMUM requirements the applicant must have to be qualified.

Years of Education Months of Experience Legal Age for this position (If appropriate)

Please insert in the gray area the list the major tasks the person will be responsible for (i.e., skills, experience, typing speed, certifications, licenses, etc) or paste the job description: (ATTACHED ADDITIONAL DESCRIPTION)

Blank lines for job requirements and major duties.

TERMS OF REFERRAL

- Call your company for an interview The applicant should apply in person at your company
Send resume directly to your company Other - Please list method:
Apply on-line at: