

Thank You for posting your job order with ValleyWorks Career Center! Our goal is to refer good quality candidates to your positions. *Please review your form and ensure it is as complete and detailed as possible – this will help us match our job seekers to your position.* We ask that you provide us with hire information on candidates you received from our Career Center.

Please complete & return via email to ValleyWorks Career Center Business Service Team (contact info below)

COMPANY INFORMATION									
Company Name:					FEIN (Required):				
Street Address:									
City:					State:		Zip Code:		
Contact Person:					Phone:			Ext:	
Email:					Fax:				
JOB SPECIFICATION									
Worksite City/State (if different from above):						Zip Code:			
Job Title:					Number of Openings:				
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem			<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		*Duration if Temporary:	<a href="#">Click to select</a>			
Shift:	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> Rotating <input type="checkbox"/> Split			Hours/Week		Time Schedule (Optional)			
How long do you want this job open for? (postings automatically close after 60 days unless otherwise specified):									
Drivers License:	<a href="#">Click to select</a>		Minimum Age:		Accessible from Public Transportation?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Is this a Union position? (Check one)			<input type="checkbox"/> Yes <input type="checkbox"/> No		Is this an Apprenticeship position? (Check one)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
JOB DESCRIPTION									
<p>Enter the job description as it should appear on the Job Quest website. This job description will be viewable to job seekers.  <i>NOTE: The job description on Job Quest is limited to 4,000 characters (including spaces). Text field below will expand as needed.</i></p>									

**Pay & Benefit Specifications**

<b>Lower Pay:</b>	\$	<b>Upper Pay:</b>	\$	<b>Per:</b> <a href="#">Click to select</a>	<input type="checkbox"/> <b>Plus Commission</b>	<input type="checkbox"/> <b>Plus Tips</b>	
<b>Pay Rate = Fixed or Depends on Experience?</b>			<input type="checkbox"/> <b>Fixed</b>	<input type="checkbox"/> <b>DOE</b>	<b>Is this a 1099 / Independent Contractor position?</b>		<input type="checkbox"/> <b>Yes</b>
<b>Benefits:</b>							

**Skill Set**

<b>Minimum REQUIRED Education:</b>	Click to select	<b>DESIRED Education:</b>	Click to select
<b>Field of study / degree (optional)</b>			<input type="checkbox"/> <b>Required</b> <input type="checkbox"/> <b>Desired</b>
<b>Bi-lingual?</b>	<input type="checkbox"/> <b>No</b>	<b>Language(s):</b>	<input type="checkbox"/> <b>Required</b> <input type="checkbox"/> <b>Desired</b>
<b>Minimum Experience (specify months or years)</b>			

Please list Mandatory, Desired, and Soft skills below. These will not appear on the Job Quest website, but will help us build our job match and screen for candidates. Include any Software, Certifications, Licenses, or Languages.

*NOTE: Text fields below will expand as needed*

<b>Mandatory Skills</b>	<b>Desired Skills</b>	<b>Soft Skills</b>
•	•	•

**APPLICATION INFORMATION**

**Note to Employer: VWCC posts job orders as “Confidential”. This means that your company information is not visible to Job Seekers on the Job Quest website. Job Seekers will be instructed to contact VWCC to be screened for minimum qualifications. If the job seeker meets basic qualifications, they will be given your instructions on how to apply.**

**If you DO NOT wish to post your job as “Confidential” (e.g. you want your company information visible), please check “NO” in the block below. Please be aware that if you do not post as “Confidential”, job seekers will be able to contact you directly and will not be pre-screened by our staff.**

<b>Do you want your job posted as Confidential as described above?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Referral Instructions:</b>	<input type="checkbox"/> Call for an interview	<b>Phone number to call:</b>	
	<input type="checkbox"/> Send resume via email	<b>Email Address:</b>	
	<input type="checkbox"/> Send resume via fax	<b>Fax Number:</b>	
	<input type="checkbox"/> Apply in person	<b>Address (if different than company):</b>	
	<input type="checkbox"/> Apply online	<b>Web Address:</b>	
	<input type="checkbox"/> Other:		

**Completed form should be sent via email or fax to:**

Chuck Masaitis (Andover, Boxford, Georgetown, North Andover, Rowley, Salem NH areas)

[cmasaitis@valleyworksgcc.org](mailto:cmasaitis@valleyworksgcc.org) Fax: 978-722-7090

Eric Nelson (Amesbury, Newbury, Newburyport, Salisbury, West Newbury, Seacoast NH areas)

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LouAnne Cloyd (Groveland, Haverhill, Merrimac, Plaistow NH areas)

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