

# JOB ORDER FORM



Position: \_\_\_\_\_

Location of Job (City or Area): \_\_\_\_\_

Working Hours: \_\_\_\_\_

Wage Range: \_\_\_\_\_

Qualifications/Responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With regard to Work Ready Certificates, do you:

- Need more information? Yes No
- Look for Work Ready Certificates for proof of core skills? Yes No
- Give preference to those with Work Ready Certificates? Yes No
- Require Work Ready Certificates? Yes No
- Guarantee interviews for those with Work Ready Certificates? Yes No

Benefits:

How to Apply:

<b>COMPANY INFORMATION</b>
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Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Fax: \_\_\_\_\_

Please return this job order to <a href="mailto:jobplacement@wiregrass.edu">jobplacement@wiregrass.edu</a> or fax to 229-259-2095 (Valdosta Campus) or 229-468-2110 (Ben Hill-Irwin Campus). We appreciate your job order. Please let us know when the position is filled. For additional information about our services, please call us at 229-333-2120 or 229-468-2008.
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