

New Mexico Workforce Connection

A Proud Partner of the American Job Center Network

JOB POSTING INFORMATION SHEET

Please complete and email this form to your Business Consultant

If you have questions, please call your local Workforce Connections Office

EMPLOYER INFORMATION

Employer Name:

Federal ID#:

Type of Business:

Mailing Address:

Physical Address (if different from above):

Primary Contact Person:

Title:

E-Mail Address:

Telephone:

Fax:

Number of Employees in Company:

Federal Contractor? Yes No

JOB INFORMATION

Job Title:

of Openings:

Green Job: Yes No

Occupation Code (ONET):

Hours Per Week: FT PT Perm Temp

Day Shift Evening Shift Night Shift Other

Days: S M T W T F S **Times:**

Hiring Requirements:

Drug Test Credit Check Background Check References Other:

Months Experience:

Education:

Type of Work Experience:

Educational Requirements:

Occupational Certification Required:

Driver's License: Yes No **CDL-A:** Yes No **CDL-B:** Yes No

Endorsements Required:

Job Functions (Primary Duties): *Attach the Job Description*

Typing: WPM: Computer Skills Word Excel Quicken
Other:

Assessments: Required Preferred Desc.:

How to Apply: In Person Online Call for an appointment:

Email Resume to:

Fax Resume to:

Apply online at Company Website:

Benefits: Yes No Available after days

Salary/Wage: \$ Hourly Annually Commission Bonus