# EMPLOYMENT NEEDS REQUIREMENT

**Position Available:** _____ **Today's Date:** _____ **Start Date:** _____

**Experience needed:** _____ _____

**Job Duties:** _____ □ Permanent  □Temporary

**Hours per Week:** _____□ Overtime? **Location:** _____

**Salary Range:** _____ □ Hourly  □ Salary  **Benefits**: _____

**Company Name:** _____

**Contact:** _____ **E-mail:** _____ (for resume)

**Phone:** _____**Fax:** _____**Cell:** _____

**Qualifications Required:**     □ HS Grad/GED          □ Drug Free   □ Transportation
                                                    □ Experience Required     □ Will Train    □ Other _____

*Applications accepted until:* _____ *@Location:* _____

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                                                    □ Experience Required     □ Will Train    □ Other _____

*Applications accepted until:* _____ *@Location:* _____

Please complete each section for all positions open.  Only complete the information you want the applicant to use, i.e., only list Company phone if that is where you want applicant to call or location if you want them to visit in person. Use "other information" section for special notations. The information will be posted and sent to the local Department of Labor and Workforce Development Center.  **For successful hires or desired improvement in this process, contact Glenda Harris at the email below.**

**Email completed form to glenda@guca.com**