

**ACCES-VR
Job Information Form**

Please complete one Job Information form for each job title. Please email the form to the ACCES-VR's Workforce Development and Business Relations Team member closest to your area.

Date:

Company Name:

Address:

Telephone #

Fax#

Email address

Contact person:

Travel directions:

Do you wish to receive information on tax incentives for hiring? Yes No

Title of Job Opening:

Resume sent in by:

Mail

Fax

E-mail

Direct

Call for Appt

List on Internet

Job Description

Please describe the job opening in detail. List special knowledge, skills, aptitudes, abilities required; equipment used or operated; special physical demands or working conditions. Include worksite location, if different from the company address.

Job Requirements

Education required:

Years experience:

Full Time:

Part Time:

Work Hours:

Overtime:

Total Hours per week:

Salary Range:

Other requirements

Drivers License

Own Tools

Physical Exam

Pre-screening Drug Test

Employment Security Test

Benefits

Please indicate Yes or No after each statement:

Health Insurance

Paid Vacation

Paid Holidays

Dental

Paid Sick Leave

Retirement Plan