

JOB OPENING FORM

RETURN COMPLETED FORM TO: Community College of Southern Nevada

NJC Representative: Kelly Wuest Phone: (702) 651-5089 Fax: (702) 651-5624
 E-mail address: careerservices@ccsn.edu Internet address: www.nevadajobconnect.org

EMPLOYER INFORMATION (Please complete all of the following items on this form)

Will applicants be charged any fee(s) related to this employment opportunity? YES NO
 Date _____ Order Placed by _____ Title _____
 Company Name _____ Type of Business _____
 SEIN (Unemployment Insurance Tax ID #) _____ Federal Tax ID # (FEIN) _____

JOB DESCRIPTION INFORMATION

Job Title _____ # of Openings _____ # of Referrals _____
 Job Location _____ City _____ Zip _____

Minimum Pay _____ Maximum Pay _____ Hr Daily Wk Mo Yr Other
 Number of hours work per week _____

This job is: Full-time (30 hrs or more per week) **OR** Part-time (less than 30 hrs per week)
 Permanent (150 days or more in duration) **OR** Not Permanent (Less than 150 days in duration)

Work Days Mon-Fri Mon Tue Wed Thu Fri Sat Sun Varies
 Shift 1st (Day) 2nd (Evening) 3rd (Night/Graveyard) Rotating Split Varies

Minimum Education Required Less than High School GED High School Diploma
 Vocational Diploma Some College Associates Degree
 Bachelor's Degree Master's Degree Doctoral Degree

Professional/Technical License (s) _____
Experience Required: _____ Years _____ Months Minimum Age _____ Near Public Transportation Yes No

Own vehicle required for job? Yes No **(Check one)**
 Driver's License: State _____ Class: A B C D M
 Required for job D/L Endorsements: Tank Vehicle Doubles/Triples Pass Transport Hazardous Materials
 School Bus Motorcycle Air Brakes Tank Veh & Haz Mat
 Own tools Health card Sheriff card Alcohol Awareness card
 Physical exam Drug test Credit/Background check Typing Test (wpm _____)

Benefits & Effective Date(s)
 Health Insurance _____ Sick Leave _____
 Holidays _____ Child Care _____
 Dental Insurance _____ Retirement Plan _____
 Vacation _____ Clothing Allowance _____

Describe worker's qualification, responsibilities and duties (helpful information available at: www.onetcodeconnector.org)

APPLICATION INSTRUCTIONS

Contact Person _____ Title _____
 Address _____ City _____ Zip _____
 Phone _____ Fax _____ Email _____
 Applicant call Staff call Go Direct Fax Resume Email Resume
 Apply on website at: _____
 Days to contact _____ Hours to contact _____
 Major Cross Streets North/South _____ East/West _____

NOTE: The US Department of Labor requires that all hires resulting from referrals by Nevada Job Connect be reported