

Employer Name: _____ FEIN: _____



PLEASE COMPLETE THIS FORM AND RETURN IT TO

PHONE

FAX

CELL

EMAIL

Missouri Department of Higher Education and Workforce Development Jobs Announcement Form

JOB TITLE	JOB OCCUPATION:	LOCATION / WORK SITE OF THIS JOB:	
PERSON TO CONTACT	DISPLAY ONLINE TO JOB SEEKERS: <input type="checkbox"/> YES <input type="checkbox"/> NO	DISPLAY YOUR COMPANY NAME: <input type="checkbox"/> YES <input type="checkbox"/> NO	DISPLAY WORKSITE FULL ADDRESS: <input type="checkbox"/> YES <input type="checkbox"/> NO
DISPLAY WORKSITE STREET ADDRESS: <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE A LOCAL WORKFORCE STAFF MEMBER SCREEN YOUR APPLICANTS: <input type="checkbox"/> YES <input type="checkbox"/> NO	

JOB DETAILS

POSITIONS (max:999):	EARLIEST DATE TO DISPLAY THIS JOB ORDER ON THE SYSTEM:	LAST DATE THIS JOB ORDER WILL BE DISPLAYED ON THE SYSTEM:
ANTICIPATED HIRE DATE:	TYPE OF JOB:	FULL-TIME OR PART-TIME:
REMOTE WORK/WORK FROM HOME: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SPECIFIED	ANTICIPATED JOB DURATION:	DOES THIS JOB FALL WITHIN ANY OF THE FOLLOWING SPECIAL CATEGORIES:
SECOND CHANCE OPPORTUNITY: <input type="checkbox"/> YES <input type="checkbox"/> NO	MAX. # OF APPLICANTS YOU WOULD LIKE TO CONSIDER AT THIS TIME (max: 9999):	

JOB DESCRIPTION:

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PLEASE SELECT THE METHOD WHICH YOU WOULD LIKE TO GET A LIST OF SKILLS FOR:

INCLUDE TOOLS AND TECHNOLOGY SKILLS WITH THIS JOB: <input type="checkbox"/> YES <input type="checkbox"/> NO	SPECIAL SOFTWARE/ HARDWARE SKILLS NEEDED: <input type="checkbox"/> YES <input type="checkbox"/> NO
ENTER OTHER SPECIFIC SKILLS REQUIRED (e.g. DEGREES, CERTIFICATION, SOFTWARE, etc.)	DOES THIS POSITION PREFER APPLICATION TO HAVE A SPECIFIC WORKKEYS SCORE? <input type="checkbox"/> YES, PREFERS _____ <input type="checkbox"/> NO

HIRING REQUIREMENTS

CHECK ANY HIRING REQUIREMENTS FOR THIS JOB:	<input type="checkbox"/> Drug Testing/Screening	<input type="checkbox"/> Background Checks	<input type="checkbox"/> Credit Checks	<input type="checkbox"/> Reference Checks
<input type="checkbox"/> Motor Vehicle Record Check	<input type="checkbox"/> Other (specify) _____			

TEST REQUIREMENT:

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Minimum Education, Experience, & Age Requirements

If you have a minimum age requirement for this job, what is that requirement:	Reason for age requirement:
Minimum Education Required:	Minimum Months of Experience in Selected Occupation:
License or certification required:	

Transportation Requirements

Is this job accessible by public transportation: <input type="checkbox"/> YES <input type="checkbox"/> NO	Is a driver's license required for this position: <input type="checkbox"/> YES <input type="checkbox"/> NO
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Specialized Requirements		
Minimum Typing Speed:	Please select the level of security clearance required:	Language: Proficiency:
Minimum Salary:	Maximum Salary:	Units:
Comments:		Supplemental Compensation:
Hours Per Week:	Shift:	Display Salary on Job Order: <input type="checkbox"/> YES <input type="checkbox"/> NO
Benefits Offered		

<input type="checkbox"/> Benefits not specified			<input type="checkbox"/> No Benefits Provided			<input type="checkbox"/> Benefits Provided Outlined Below:		
<input type="checkbox"/> Medical	<input type="checkbox"/> Vacation	<input type="checkbox"/> Expense Account	<input type="checkbox"/> Retirement/Pension	<input type="checkbox"/> Relocation Assistance				
<input type="checkbox"/> Dental	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Life Insurance	<input type="checkbox"/> Company Vehicle	<input type="checkbox"/> Other				
<input type="checkbox"/> Vision	<input type="checkbox"/> Extended Sick Leave	<input type="checkbox"/> Travel Allowance	<input type="checkbox"/> 401K	<input type="checkbox"/> Additional Benefits				
<input type="checkbox"/> Holidays	<input type="checkbox"/> Child Care	<input type="checkbox"/> Uniform Allowance	<input type="checkbox"/> Stock Options					
<input type="checkbox"/> Flex Time	<input type="checkbox"/> Job Share	<input type="checkbox"/> Flexible Benefit Account	<input type="checkbox"/> Profit Sharing					

Job Application Methods Accepted		
How to apply:		
<input type="checkbox"/> In Person	<input type="checkbox"/> Mail résumé	<input type="checkbox"/> Via the MoJobs online application
<input type="checkbox"/> Call for an appointment	<input type="checkbox"/> Email résumé	<input type="checkbox"/> Via the MoJobs online résumé
<input type="checkbox"/> FAX résumé	<input type="checkbox"/> Via company website	<input type="checkbox"/> At the Nearest One-Stop (Job Center)
Please provide a brief description of the application process that applicants will see before and after they apply. This will help set clear expectations for candidates and ensure a smooth and efficient recruitment process. (2500 characters max.)		
Job Applicant Information Needed: <input type="checkbox"/> Contact Information <input type="checkbox"/> Employment History <input type="checkbox"/> Education History <input type="checkbox"/> Certifications (If any) <input type="checkbox"/> Desired Job Type (Employment type, work hours, travel percent, etc.)		
Create Job Applicant Questions (if any):		
Would you like to be notified when a job seeker applies for this job (you will receive a message in MOJobs)? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If you would like to be notified, would you also like an email? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Would you like to upload your job to national labor exchange? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Other Information		
Are Veterans Preference given to this job order?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this a Green Job?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you a Federal Contractor?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Does a court ordered affirmative action plan require posting this job order?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this job order for an Enterprise Zone?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627). Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services are available at 711.		