

List this position with: (Check all that apply)

Student Employment Services (TechConnect)
 Waukesha County Technical College. Phone: (262) 695-7811

Wisconsin Job Service, (JobNet) Phone: (262) 695-7791
 Local and Statewide

Job Order Form WCTC FAX: (262) 695-7816

Employer Trade Name (Local Given Name)		Employer Legal Name	
Address:		Is this the Worksite Location: <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No" then where?)	
City:	State:	ZIP:	City, State
Company Profile:			
WI Unemployment Insurance Acct # (6-digits):		Website	
Contact Information	Contact Name (First, Last)	Contact Telephone (Required) ()	Extension
	Contact E-mail	Contact Fax ()	
Job Type: <input type="checkbox"/> Regular, FT <input type="checkbox"/> Regular, PT <input type="checkbox"/> Temporary, FT <input type="checkbox"/> Temporary, PT <input type="checkbox"/> WCTC Co-op <input type="checkbox"/> Internship			If temporary, job end date:
Duration of Job: <input type="checkbox"/> 1-3 Days <input type="checkbox"/> 4-150 Days <input type="checkbox"/> Over 150 Days		Shift(s): <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Rotating <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Other:	
Hours Per Week: Minimum: Maximum:		Work Days: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Other:	
Compensation (PAY) Range: Minimum: Maximum:		Per: <input type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Negotiable Plus: <input type="checkbox"/> Tips <input type="checkbox"/> Commission <input type="checkbox"/> Piece Work <input type="checkbox"/> Room & Board <input type="checkbox"/> Other:	
How should applicants apply for this job? <input type="checkbox"/> Apply in Person <input type="checkbox"/> Mail, Fax or E-mail Resume <input type="checkbox"/> Phone Employer <input type="checkbox"/> Other - If checked, explain in next box		Additional Application Instructions	
Job Title:		No. Openings:	
Job Duties: (Describe the essential duties/responsibilities such as: machines, tools, equipment and materials involved; services performed and working conditions, physical demands)			
Is this an Apprenticeship Position? <input type="checkbox"/> Yes <input type="checkbox"/> No		Public transportation to Work Site? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Education/Training Level: <input type="checkbox"/> None <input type="checkbox"/> Desired <input type="checkbox"/> Required <input type="checkbox"/> Other (describe) <input type="checkbox"/> High School Diploma/GED Equivalent <input type="checkbox"/> Associate of Arts Degree <input type="checkbox"/> Bachelor of Arts Degree			
Experience (describe the experience needed) Qualifications (skills/aptitudes, driving record, etc.):			
Age Requirements (must comply with applicable state and federal laws) <input type="checkbox"/> None <input type="checkbox"/> Desired <input type="checkbox"/> Required Minimum: Maximum:			
Is a Drivers License needed to perform this job? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, indicate class and endorsements needed:			
Benefits: (check all that apply) <input type="checkbox"/> NO Benefits (no other boxes should be checked) <input type="checkbox"/> Health Insurance <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Vacation & Holidays <input type="checkbox"/> Retirement <input type="checkbox"/> 401k <input type="checkbox"/> Life <input type="checkbox"/> Disability <input type="checkbox"/> Tuition Reimbursement <input type="checkbox"/> Paid Uniform <input type="checkbox"/> Paid Meal during shift Child Care: <input type="checkbox"/> Subsidy <input type="checkbox"/> Other <input type="checkbox"/> Other (describe):			
Job Removal Date: / / (min 7 days max 90 days)			
Staffing & Recruitment Agencies (Required) Name of Employer/Client:		The selected employee will initially be placed on the Agency payroll. <input type="checkbox"/> Yes <input type="checkbox"/> No The selected employee will initially be placed on the Client payroll. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Job Order Form Information

FAX US YOUR JOB ORDER AT (262) 695-7816

Thank you for contacting the Workforce Development Center. We welcome the opportunity to assist you with your employment needs. The job order form you received enables you to recruit employees through these services:

- **WCTC Student Employment Services:** <http://www.wctc.edu/ses> - Recruit graduates and students from the 16 Wisconsin Technical Colleges **free, fast** and **statewide** right from your computer. Register with Wisconsin TechConnect to create your organization's account and then use the system at your convenience. Post and/or review your organization's job openings using the same identification and password. The system retains a list of your job postings for future editing and reposting. Log on and register today.
- ◆ **Wisconsin Job Service:** <https://jobcenterofwisconsin.com/> - posts your job order on a computerized system, called JobNet, where it can be viewed at Workforce Development Centers across Wisconsin or via the Internet. Screening will be done to refer qualified Veterans to your order.

You may list your job opening with either of these services by placing an "X" in the box. For the widest range of recruitment activities we encourage employers to use both services, if appropriate. Your job order will remain active for up to 90 days **at no cost to you**.

Conditions for Acceptable Job Orders:

- ◆ You will not require a monetary investment by a job seeker.
- ◆ You will not charge a fee to job seekers.
- ◆ The position being filled is not involved in a labor dispute.
- ◆ All job openings, including those that pay a commission, will ensure compensation of at least the state/federal minimum wage for all hours worked.
- ◆ Postings must reflect actual job openings and not be listed for the creation of an applicant pool for future openings.
- ◆ Individuals or private employment agencies that post positions on behalf of or as an agent of another individual or employer will agree to provide the name of that employer in the section identified.

A Workforce Development Center partner. Search The Resume Matrix of Southeast Wisconsin; a tool to connect Employers with Job Seekers. Visit our website at www.wfdc.org