



Use this form to have a representative of OhioMeansJobs-Sandusky County post your Job on ohiomeansjobs.com

**** **FAX completed form to: 419-332-2721** OR **** **Email it to Trisha: Trisha.Foos@jfs.ohio.gov**

Company Contact *Email Address: _____

*This address will receive an email from omj-no-reply@jfs.ohio.gov You MUST click on the link provided in their email; review the posting to confirm all of the information entered is correct, change as needed; then click on the SAVE button. This gives OhioMeansJobs the Confirmation they need to make your post go Live, usually within 4 – 24 hours.

Contact Name: _____

Type of Job: _____ Regular Employment _____ Apprenticeship _____ Federal Contractor _____ Agriculture

Job Title: _____

Post Start Date: _____ **Post End Date:** _____ (maximum 90 days)

Job Posting Description: Desired Skills, Duties, Expectations, Benefits, etc.

(You may also send a job description along with this order form)

Licenses/Certifications required: _____

Salary: Hourly, Yearly or Range: \$ _____

Minimum Education Level Required: _____

Days: _____ Sunday _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday

Shifts: _____ 1st _____ 2nd _____ 3rd _____ Rotating _____ Split

Type: _____ Full Time _____ Part Time _____ Permanent _____ Temporary _____ Contract

How do you want applicants to apply for this Job?

_____ Phone Calls- Ph. # to call _____; _____ Fax – Fax # _____

Email Resume-Email address _____; _____ Apply in-person- location

_____; _____ Apply On-line-on-line address _____

Contact Name: _____

Worksite Zip Code: _____