



**BAY COUNTY** | Gulf Coast State College | 5230 W. Hwy 98, Panama City, FL 32401  
**BAY COUNTY** | Tom P. Haney Technical College | 3016 FL-77, Panama City, FL 32405  
**GULF COUNTY** | 307 Peters Street, Port St. Joe, FL 32456  
**FRANKLIN COUNTY** | 85 School Road, Eastpoint, FL 32320

**Fax:** 850.872.4346  
**Email:** customerservice@careersourcegfc.com  
**Phone:** 850.872.4340  
**careersourcegfc.com**

## JOB ORDER FORM

Are you a staffing agency?  Yes  No

Are you a Federal Contractor or Sub Contractor? Yes No

Employer's name \_\_\_\_\_

Employer's address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**FEID/FEIN # (Required)** \_\_\_\_\_ Telephone Number \_\_\_\_\_

Contact Person & Job Title \_\_\_\_\_ Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Company Website \_\_\_\_\_

### JOB ORDER INFORMATION

Job title: \_\_\_\_\_

Number of openings: \_\_\_\_\_ City where work will be performed \_\_\_\_\_

Position is Permanent  Temporary  Days and Hours: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Salary Minimum \$ \_\_\_\_\_ Maximum \$ \_\_\_\_\_ per \_\_\_\_\_

Education required: \_\_\_\_\_ Experience (In months) required \_\_\_\_\_

No experience required, Employer will provide training:  Yes  No

Job knowledge, skills, and abilities required:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Job duties and equipment utilized:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Second Chance? Yes No Work remotely? Yes No Is company near bus stop? Yes No

**Employer Offers Benefits:**  Health Insurance  Dental Insurance  Life Insurance  Paid vacation  
 Paid Holiday's  Paid Sick Leave  Retirement Plan

Licenses, Certifications, Permits required; DL/Certificates \_\_\_\_\_

May License, Certifications, Permits be obtained later?  Yes  No

**Employer Will Conduct:**  Background Check  Drug Screen  Motor Vehicle  Other \_\_\_\_\_

**How to Apply:**  Call for appointment  Apply Direct  Fax  Email  Apply on Company Website

**Please Notice:** It is the responsibility of the employer to verify if the job seeker has met minimal education, training, and/or experience requirements as expressed in the job order and to conduct any background check, screening, or criminal records check necessary prior to employment of the individual. By submitting this job order form, you are giving permission to CareerSource Gulf Coast to post the position in Employ Florida.

Place job orders with CareerSource Gulf Coast online at [www.employflorida.com](http://www.employflorida.com)



CareerSource Gulf Coast is an equal opportunity employer/program. All employer and client services are provided at no cost. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

In compliance with the Stevens Amendment, CareerSource Gulf Coast must provide percentages of the total cost of programs/projects financed with federal money and non-governmental sources as well as dollar amounts of the federal funds for projects and programs. You may find this information at careersourcegfc.com.