

WORKSOURCE-NORTHWEST

Date _____

UBI NUMBER: _____

EMPLOYER INFORMATION:

COMPANY NAME: _____ CONTACT PHONE: _____

CONTACT PERSON(S): _____ EMAIL: _____

FAX: _____ MAILING ADDRESS: _____

CITY: _____ ZIP: _____ JOB SITE ADDRESS: _____

*MAY WE PROVIDE YOUR CONTACT INFORMATION TO QUALIFIED APPLICANTS? YES NO

BENEFITS AT _____ DAYS: MEDICAL DENTAL RETIREMENT OTHER: _____

JOB INFORMATION:

JOB TITLE: _____ # OPENINGS: _____ PROPOSED START DATE: _____

HOURS PER WEEK (CAN BE A RANGE): _____ DAYS/WK: M T W TH F SA SU

SCHEDULED WORK HOURS: _____ PART TIME FULL TIME TEMP

IF TEMPORARY, LENGTH OF POSITION? _____ SALARY/WAGE RANGE: \$ _____ - \$ _____

PER: HOUR WEEK MONTH YEAR DOE COMMISSION

JOB DESCRIPTION & RESPONSIBILITIES (OVERVIEW OF TASKS, RESPONSIBILITIES, TOOLS USED, CONDITIONS)

MIN. TOOLS REQUIRED: _____ WILL TRAIN: _____

TO APPLY: PROVIDE RESUME TO WORKSOURCE TO: MAIL E-MAIL FAX TO EMPLOYER GO DIRECT CALL FOR APPOINTMENT OTHER: _____

BY THIS CLOSING DATE: _____

JOB REQUIREMENTS: ***CHECK ONLY THOSE THAT APPLY.***

MINIMUM EXPERIENCE REQUIRED: _____. TYPE OF EXPERIENCE? _____

MINIMUM EDUCATIONAL LEVEL REQUIRED: _____ COMBINATION EDUCATION/EXP.

SKILL WITH PARTICULAR MACHINERY /EQUIPMENT: Details: _____

COMPUTER EXPERIENCE SPECIFIC SOFTWARE: _____

LANGUAGE/COMMUNICATION SKILLS- Must speak read understand English due to business necessity. Details: _____

TESTING REQUIRED BEFORE/AFTER THE HIRING DECISION IS MADE? WHAT KIND? _____

MUST PASS CREDIT CHECK PRE-EMPLOYMENT DRUG TESTING DRUG FREE WORKPLACE

MUST PASS CRIMINAL BACKGROUND CHECK VALID DRIVERS LICENSE (CDL/Class _____)

RELIABLE TRANSPORTATION RELIABLE TELEPHONE ON BUSLINE?

Driving company vehicle is part of the job Insurable Abstract/Endorsements

Details: _____

Own insured vehicle used on job? Within maximum commute distance: _____

REFERENCES: Personal Work Related How many? _____

LICENSES/CERTIFICATIONS/PERMITS/BONDING WILL BE REQUIRED. WHO PAYS FOR IT? _____

TYPE? _____ (CPR/First Aid; C Stop; Food Handler's; bonding)

*****Please complete both sides of this form*****

REQ **PREF** **"REQ"** (REQUIRED TO BE CONSIDERED) **"PREF"** (PREFERRED BY THE EMPLOYER)

-or-

PLEASE LEAVE BOXES BLANK IF NOT APPLICABLE

- MATH SKILLS- COUNTING, SIMPLE ARITHMETIC COMPUTATIONS/CALCULATIONS
- EXPRESS IDEAS EFFECTIVELY IN WRITING & ACCURATELY RECORD INFORMATION
- READ, UNDERSTAND & FOLLOW IDEAS IN WRITTEN FORM
- PROBLEM SOLVING SKILLS: IDENTIFIES PROBLEMS AND OFFERS ALTERNATIVE SOLUTIONS
- MONEY: ACCURATE CASH HANDLING SKILLS ABLE TO USE AND/OR PREPARE BUDGETS
- TEAM MEMBER: HAS GOOD PERSONAL INTERACTION SKILLS & ABLE TO WORK COOPERATIVELY WITH OTHERS
- SELF DIRECTED & WORKS WITH MINIMAL SUPERVISION: _____
- ORGANIZATIONAL SKILLS: _____

- OTHER: _____

- SPECIFIC WORK RELATED CLOTHING OR GROOMING REQUIREMENTS:
 - CLOTHING: _____
 - _____
 - WHO PAYS? _____
 - GROOMING: HAIR: _____ REQ. HAIR NET OR PONY TAIL
 - FACIAL HAIR: _____
 - OTHER (BE SPECIFIC): _____

PHYSICAL REQUIREMENTS:

- SITTING FOR _____ HOURS WITH OCCASIONAL STANDING & WALKING.
- WALKING FOR _____ HOURS PER DAY. STANDING FOR _____ HOURS AT A TIME.
- REPETITIVE MOVEMENTS OF UPPER EXTREMITIES.
- REPETITIVE REACHING OR LIFTING ABOVE THE SHOULDER. REACHING FOR _____ HOURS.
- FREQUENT STOOPING OR BENDING.
- PUSHING OR PULLING FOR _____ HOURS. WHAT WEIGHT ARE THEY PUSHING OR PULLING? _____
- CLIMBING. WHAT WILL THEY CLIMB? _____ HOW HIGH? _____
- OPERATION OF OR PROXIMITY TO MACHINERY: _____
- COLOR ACUITY, READING SMALL PRINT, OTHER VISUAL DEMANDS: _____
- MANUAL DEXTERITY OR HAND/EYE COORDINATION TO HANDLE SMALL PARTS/ITEMS.
- OTHER PHYSICAL RESTRICTIONS: _____
- LIFT _____ LBS. LIFT & CARRY _____ FEET. LIFTING _____ LBS. ABOVE SHOULDER.
 - OCCASIONALLY FREQUENTLY
- EXPOSURE TO EXTREME TEMPERATURES, DUST, HEIGHTS, CHEMICALS, ETC.
 - OCCASIONALLY FREQUENTLY

PLEASE FAX COMPLETED FORM TO YOUR WORKSOURCE NORTHWEST OFFICE:

WHATCOM

FAX:360-676-2090

SKAGIT

FAX: 360-416-3589

ISLAND

FAX: 360-679-7243

OR CREATE AN ANNOUNCEMENT USING THIS INFORMATION

AS A GUIDELINE AND EMAIL THE DOCUMENT TO:

WHATCOMJOBS@ESD.WA.GOV FOR IMMEDIATE ATTENTION.