

ALASKA'S PEOPLE JOB ORDER FORM

CATEGORY: PROFESSIONAL/CLERICAL _____ SKILLED LABOR _____ SERVICES/MISC. _____

POSITION TITLE: _____ DATE OF ORDER: _____

LOCATION: _____ CLOSING DATE: _____

PAYRATE: _____ # OF POSITIONS: _____ STARTING DATE: _____

WORK SCHEDULE: # OF DAYS PER WEEK: _____ #OF HOURS PER DAY: _____

REGULAR FULL TIME: _____ REGULAR PART TIME: _____ TEMPORARY: _____

DUTIES

MINIMUM QUALIFICATIONS/EXPERIENCE

IS A CURRENT DRIVERS LICENSE REQUIRED? YES _____ NO _____
IS THERE REQUIRED SPECIAL TRAINING FOR THE POSIION? YES _____ NO _____
HAZWOPPER _____ FIRST AID _____ CPR _____ H2S _____ COMMERCIAL DRIVERS
LICENSE _____

IS THE TRAINING PROVIDED BY THE EMPLOYER? YES _____ NO _____
EDUCATIONAL REQUIREMENTS: AA _____ AS _____ BA _____ BS _____ MA _____

DO NOT ALLOW JOB SEEKERS TO CONTACT THE EMPLOYER DIRECTLY WITHOUT THE EMPLOYER'S OKAY

HOW MANY RESUMES WOULD YOU LIKE TO RECEIVE? TOP TWO _____ TOP FIVE _____ ALL THAT QUALIFY _____

COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ FAX: _____

DATE: _____ NAME OF PERSON REFERRED: _____ TELEPHONE: _____ CORPORATION: _____
