

# EMPLOYER JOB LISTING TRANSMITTAL

## EMPLOYER INFORMATION

California Employer Account No.: \_\_\_\_\_

Type of Industry (Job Category): \_\_\_\_\_

Company Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_

County, ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Job Site (If different than above)

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Do you have Internet access?  Yes  No

Are you a federal contractor over \$100,000?  Yes  No

Are you a temporary employment agency?  Yes  No

### REFERRAL INSTRUCTIONS (Check all that apply)

Send CalJOBS<sup>SM</sup> résumés  Yes  No

Mail résumé to: Employer address  Yes  No

Job site address  Yes  No

Report in person \_\_\_\_\_

Call for appointment  Yes  No

E-mail personal résumés  Yes  No

Fax résumés  Yes  No

Apply online at URL \_\_\_\_\_

### To show benefits on your job listing, check all that apply.

Medical  Dental  Vision  Other \_\_\_\_\_

Retirement Plan  Childcare  Paid Sick Leave

Life Insurance  Paid Vacation  Profit Sharing

## EMPLOYER AUTHORIZATION

The Employment Development Department has given me the choice of placing my job listing in either the public or confidential system. My choice is indicated below.

I agree to have my job listing placed in the public system, including contact and referral information so that job seekers may apply direct in the manner I specify.

I agree to have my job listing placed in CalJOBS<sup>SM</sup>. Do not display my company information. Please have EDD Workforce Services staff refer job seekers.

\_\_\_\_\_  
Signature and title of employer or employer representative

\_\_\_\_\_  
Date

## JOB SPECIFICATIONS

Is this job supported by American Recovery and Reinvestment Act (ARRA) funds or the direct result of that funding? \_\_\_\_\_

Job Title: \_\_\_\_\_

**EXPERIENCE REQUIRED:** Years \_\_ Months \_\_

**JOB SITE ZIP CODE** \_\_\_\_\_

**JOB DUTIES:** (Maximum 4,000 characters)

Include skills, training, and experience needed

(Attach additional page if necessary)

Number of jobs for this listing \_\_\_\_\_

Duration of job listing:  14 days  30 days  60 days

Pay Rate < > To < > Per \_\_\_\_\_

Other \_\_\_\_\_

Job Start Date: \_\_\_\_\_

Job Duration:  Temporary  Long-Term

Education Required:  Not stated  Not required

HS/GED  Some post high school

Associate (AA)  Bachelor's (BA, BS)

Master's (MA, MS)  Doctorate

Other post secondary school or training

Shift:  Day  Swing  Grave  Any

California driver's license required:

None  A  B  C  M