



Kokomo WorkOne: 765-854-1401 Fax: 765-450-3057
Lafayette WorkOne: 765-446-2634 Fax: 765-474-7036
Email: reach@workonewestcentral.org

*Employers please fill out as completely as possible and fax or email back
to the WorkOne Center. Please call if you need any assistance.*

Date: _____

Job Title: _____ **Occupation** _____

Number of Openings _____ **Full Time** _____ **Part Time** _____

Open Date _____ **Close Date** _____ **Job Location** _____

Job Description (or send attachment) _____

Job Skills _____

Job Requirements

Years of education _____ **Months of experience** _____ **Minimum age if any** _____

Driver's License: Yes _____ No _____ **Endorsements** _____ **CDL** _____

Screening: ___ **Drug** ___ **Criminal Record** ___ **Credit Check** ___ **Reference check**
___ **Bonding** ___ **Motor vehicle record** ___ **Other (** _____ **)**

Testing Requirements: _____

Compensation and Hours

Minimum salary _____ **Maximum salary** _____ **Basis: per** _____

Hours per week _____ **Shift:** _____ **Remote Work: Yes** _____ **No** _____

Job Benefits: _____

Job listing preferences

How would you like the applicant to apply for your open position(s)?

☐ ICC Resume ☐ Apply in person
☐ Email ☐ Call for appointment
☐ Fax ☐ Apply on company website
☐ Mail

Brief description of application process or website to apply: _____

Notification of applications is given to employer

☐ No notification given
☐ Yes, notification is sent to employer via ICC message center
☐ Yes, notification is sent to employer via email

Company Name _____

Federal Employer Identification Number (FEIN # REQUIRED) _____

Street Address _____ City _____ Zip _____

Mailing Address _____ City _____ Zip _____

Contact _____ Title _____

Phone _____ Fax _____

Email (**REQUIRED**) _____

Nature of business _____ Number employees _____

General Company Benefits _____

Other information:	Federal Contractor?	Yes _____ No _____
	Type of employer	Public _____ Private _____
	Listed in Job Central national job listing?	Yes _____ No _____
	Court ordered affirmative action plan?	Yes _____ No _____
	Located in Enterprise Zone?	Yes _____ No _____