



Kokomo WorkOne REACH 765-854-1401 fax 765-854-1410
Lafayette WorkOne REACH 765-477-1906 fax 765-471-7810
Email: reach@workonewestcentral.org

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

Date: _____

Job Title: _____ Occupation: _____

Number of openings: _____ Full Time / Part Time / Both / Temporary (circle one)

Open Date _____ Close Date _____ Location _____

Job Description (or send attachment) _____

Job Skills _____

Job Requirements

Yrs of education _____ Months of experience _____ Minimum age if any _____

Drivers license Yes / No Endorsements _____ CDL _____

Screening: Drug _____ Background Check _____ Credit Check _____ Reference Check _____

Bonding _____ Motor vehicle record _____ Other _____

Testing requirements _____

Compensation and Hours

Minimum salary _____ Maximum salary _____ Basis: hour / day / week / month / year / other

Hours per week _____ Shift: Day / Evening / Night / Rotating / Split / Other, see job description

Job Benefits _____

Job listing preferences

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

- ICC Resume
- Email
- Fax
- Mail
- Apply in person
- Call for an appointment
- Apply on company website
- Apply at WorkOne

Brief description of application process _____

Notification of application 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 _____ **FEIN#** _____

Street Address _____ City _____ Zip _____

Mailing Address _____ City _____ Zip _____

Contact Name _____ Title _____

Phone _____ Fax _____ Email _____

Nature of business _____ Number of 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