

# North Central Career Centers

## REQUEST FOR QUALIFIED CANDIDATES

DATE: \_\_\_\_\_

### 1. DESCRIBE YOUR COMPANY

Company Name:

FEIN #                      Fed. Contractor?

Primary Product or Service:

Company Address:

City:                      State:                      Zip Code:

Person to Contact for Referral:

Title:

Telephone:                      Fax:

E-mail:

### 2. TELL US ABOUT YOUR JOB

Title of job to be listed:

Job Site:

Number of available positions:

Job Duration:     permanent (150 days+)  
                          temporary - # of days \_\_\_\_\_

Salary range: Min\$ \_\_\_\_\_ Max\$ \_\_\_\_\_

per hour  per week  per month  per year  
(required for computerized job matching)

Work Schedule - Days:                      Hours:

Health Insurance:  Yes  No  
    Yes, but not employer contributed

Other Benefits: \_\_\_\_\_

### 3. QUALIFICATIONS OF CANDIDATES

Months of Experience Required:

Years of Education Required:

- High School Diploma
- Associate Degree
- Bachelor Degree
- Other \_\_\_\_\_

License/Certification Required: \_\_\_\_\_

### 4. YOUR REFERRAL PREFERENCE

I prefer to receive prescreened applicants by the following method:

- Send direct     Call first     Send Résumé
- Fax Resume     Other \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Job Description/Additional Information:

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*North Central Career Centers  
Connecting Workers and Employers*

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