



DAVIDSON COUNTY JOBLINK EMPLOYER JOB ORDER

Web site: [www.davidsoncountyjoblink.org](http://www.davidsoncountyjoblink.org)

Date of order: \_\_\_\_\_ Job Title: \_\_\_\_\_

Description of duties and skills required: \_\_\_\_\_

City/County of job: \_\_\_\_\_

Job hours: (1<sup>st</sup>) \_\_\_\_\_ (2<sup>nd</sup>) \_\_\_\_\_ (3<sup>rd</sup>) \_\_\_\_\_ Days: \_\_\_\_\_

Salary/Benefits: \_\_\_\_\_

Requirements for hiring (minimum age, education, drug test, skills testing, etc.): \_\_\_\_\_

ESC NUMBER

JOBLINK JOB NO.

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Staff Contact from JobLink

May we list this job opening on our web site? Your company will not be identified; job seekers will still have to come to our Center for screening and referral. Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, E-mail address: \_\_\_\_\_

Employer: \_\_\_\_\_

What employer manufactures or does: \_\_\_\_\_

Instructions for referring: \_\_\_\_\_

Deadline for applying: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX # \_\_\_\_\_

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

Location directions: \_\_\_\_\_

Employer contact and title: \_\_\_\_\_

Would you like our web site to provide a link to your company's web site? It is strictly an opportunity for free exposure. Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, web site address: \_\_\_\_\_

ESC NUMBER

Federal Contractor:\* Yes \_\_\_\_\_ No \_\_\_\_\_ JOBLINK JOB

**\*Note: Federal contractors should coordinate with their local Employment Security Commission office.**

**THANK YOU FOR CONTACTING US WITH YOUR EMPLOYMENT NEEDS.** All job orders will be shared with our JobLink Partners: Employment Security Commission, Job Training & Employment Center, and Vocational Rehabilitation.

JobLink at Thomasville  
(336) 474-2655  
(336) 474-1015  
211 West Colonial Drive  
Thomasville, NC 27360

Job Training & Employment Center  
(336) 242-2065  
(336) 248-5410  
915 Greensboro Street  
Lexington, NC 27293-1067

We are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY Relay: 1-800-735-2962 (ask for 336-242-2065).

Job Order for fax use

Updated 10/03/06