



Kokomo REACH 765-854-1404 fax 765-854-1410  
Lafayette REACH 765-477-1906 fax 765-471-7810

*Employers please fill out as completely as possible. Call the REACH Center with questions.*

**Date:** \_\_\_\_\_

**Job Title**(general)\_\_\_\_\_ **Occupation**\_\_\_\_\_

Number of Openings\_\_\_\_\_ Max number applicants\_\_\_\_\_

Full time (over 30 hrs) or Part time Duration: 1-3 days / 4-150 days / over 5 months

Open Date\_\_\_\_\_ Close Date\_\_\_\_\_

Location (if different from company address)\_\_\_\_\_

**Job Description**\_\_\_\_\_

Job Skills \_\_\_\_\_

Specific skills/certifications \_\_\_\_\_

**Job Requirements**

Yrs of education\_\_\_\_\_ Months of experience\_\_\_\_\_ Minimum age if any\_\_\_\_\_

Drivers license Yes /No CDL\_\_\_\_\_ Other (\_\_\_\_\_)

Screening: \_\_\_ Drug \_\_\_ Criminal record \_\_\_ Credit check \_\_\_ Reference check

\_\_\_ Bonding \_\_\_ Motor vehicle record \_\_\_ Other (\_\_\_\_\_)

Testing:\_\_\_\_\_

**Compensation and Hours**

Minimum salary \_\_\_\_\_ Maximum salary\_\_\_\_\_ Basis hrly/yrly/\_\_\_\_\_

Hours per week\_\_\_\_\_ Shift: Day / Evening / Night / Rotating / Split / Other (\_\_\_\_\_)

Pay comments: \_\_\_\_\_

Specific Job Benefits: \_\_\_\_\_

**Job listing preference:**

- On Line - company name and how to apply shows in job listing
- Suppressed – applicant must contact Work One to find out how to apply

Application is submitted in one or more of the following ways:

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

Other application information: \_\_\_\_\_

Notification of applications is given to employer

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

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**Company Name** \_\_\_\_\_ **FEIN#** \_\_\_\_\_  
**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Mailing Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Contact** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **e mail** \_\_\_\_\_  
**Nature of business** \_\_\_\_\_ **Number employees** \_\_\_\_\_  
**General Company Benefits** \_\_\_\_\_

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**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