



# Leader Family Employment Center

## JOB ORDER - For All Employers

**Directions:** Please fill out this application and return to the COJO of Flatbush Employment Center via fax: 718-692-4131 to the attention of the EMPLOYER COORDINATOR.

Date: \_\_\_\_\_ Position: \_\_\_\_\_

Mr./Mrs./Ms: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

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

Address2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone 2: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

**Resume sent by:** Fax  Mail  E-mail  Send Direct  Call before sending

### **JOB REQUIREMENTS**

Job description:

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

Education required: \_\_\_\_\_

\_\_\_\_\_

Experience and Skills required: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_ Benefits: \_\_\_\_\_ Health: \_\_\_\_\_

Holidays: \_\_\_\_\_ Vacation: \_\_\_\_\_

Hours: \_\_\_\_\_ Days: \_\_\_\_\_

Full time: \_\_\_\_\_ Part time: \_\_\_\_\_ Temp/Perm: \_\_\_\_\_

Computer Skills: \_\_\_\_\_ Typing : \_\_\_\_\_

Driver License \_\_\_\_\_ Class: \_\_\_\_\_ Car: \_\_\_\_\_

Accent : \_\_\_\_\_ Language Skills: \_\_\_\_\_