742 Greentree Mall, Berlin, WI 54923
Phone 920-361-3400 • Fax 920-361-1164 • info@berlinjobcenter.com

JOB ORDER FORM

Date Sent	Name of person placing order
Employer Name	Contact Name and Area Code/Telephone Number
Street Address, City, State, Zip Code	
Employer Area Code/Telephone Number	Employer Area Code/Fax Number
Title of Job	Number of Openings Number of Applicants you wish to interview
Location of Job	❑ Permanent Full Time ❑ Permanent Part Time ❑ Temporary Full Time ❑ Temporary Part Time ❑ Seasonal
Description of Job (Brief job summary of basic duties or send actual job description. Any special aptitudes, working conditions, equipment?)	Minimum Starting Pay Per ❑ Hour ❑ Week ❑ Month ❑ Year $_____
	Total hours of work per week/Days of work
	Shifts 1 2 3 R
	Benefits Yes No Other ❑ ❑ Hospital Insurance? _____ ❑ ❑ Paid Sick Leave? _____ ❑ ❑ Paid Vacation? _____ ❑ ❑ Life Insurance? _____ ❑ ❑ Retirement Plan? _____ ❑ ❑ 401(K) Plan? _____
	Other special requirements, such as license or certificate, tools, keyboard skills, etc.

Qualifications Required: (Education, experience, and/or training)

Referral Instructions for Applicants:

❑ Call for appointment ❑ Send in person ❑ Resumé only ❑ E-mail ❑ Fax ❑ Other

*Advertise on America's Job Bank ❑ Yes ❑ No