

# Iowa Workforce Center

## Job Order Form

E-mail: [region1.web@iwd.state.ia.us](mailto:region1.web@iwd.state.ia.us)

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Fax: (563) 387-0905

### Employer Profile

Corporate/Parent Name:			Company Name:		
Type of Industry:			Unemployment Insurance Account Number:		
Number of Employees:			Federal Employer Tax Identification Number (FEIN):		
Street Address:			Mailing Address:		
City:	State:	ZIP:	Website Address:		
Telephone Number:	Fax Number:		Company Main Contact (First & Last Name):		
Federal Contractor: <input type="checkbox"/> Yes <input type="checkbox"/> No			Title:		
Affirmative Action: <input type="checkbox"/> Yes <input type="checkbox"/> No			E-mail Address:		

### Job Order

Job Title:		Months of Experience:	Number of Openings:
Order Close Date:	Work Hours: Specify am/pm _____ to _____	Work Site Address:	

**Job Description**, provide information regarding the job description, list special qualifications, licenses needed, working conditions and essential job functions(may attach job description in email).

**Wage/Salary:** \$\_\_\_\_\_per Year Week Other Month Hour Day  
Commission: Wage Range \$\_\_\_\_\_ to \$\_\_\_\_\_

**Duration:**

Permanent Apprenticeship/Training or Internship Temporary, indicate duration: \_\_\_\_\_  
Temp-to-Perm, indicate duration: \_\_\_\_\_

**Days Off:** Sunday Monday Tuesday Wednesday Thursday Friday Saturday

**Required Education:**  None High School/GED Associates Bachelors Masters  PhD

**Required Licenses or Certifications** (example, CNA, certified nurse aide)

**How To Apply:** Apply in Person Phone/Call for Appointment Mail Company Application  
Fax Company Application Mail IWD Generic Application Fax IWD Generic Application Mail Resume   
Fax Resume E-mail Resume Other: \_\_\_\_\_

**Employee Benefits:**

401K Child Care Clothing Allowance Dental Insurance Health Insurance Holidays Life Insurance  
PTO Profit Sharing Retirement Benefits Sick Leave Stock Tuition Assistance Vacation

**Please select skills and/or tools required for job.**

<u>Managerial Skills</u>	<u>Administrative Support</u>	<u>Computer Software / Operating Systems / Programming Tools</u>
<input type="checkbox"/> Employee Supervision (SUPER)	<input type="checkbox"/> Banking (BANKI)	<input type="checkbox"/> Computer Literate (COMPK)
<input type="checkbox"/> Human Resource functions(MHRES)	<input type="checkbox"/> Bookkeeping/Accounting (BOOK)	<input type="checkbox"/> Excel (EXCEL)
<input type="checkbox"/> Training (TRAIN)	<input type="checkbox"/> Accounts Payable (ACCTP)	<input type="checkbox"/> Access (ACCES)
<input type="checkbox"/> Fund Raising (FUNDR)	<input type="checkbox"/> Accounts Receivable (ACCTR)	<input type="checkbox"/> Word (MICRW)
<input type="checkbox"/> Benefits Administrator (BENEF)	<input type="checkbox"/> Computer Accounting (COMPA)	<input type="checkbox"/> PowerPoint (POWER)
<input type="checkbox"/> Presentations (PRESI)	<input type="checkbox"/> Invoicing (INVOI)	<input type="checkbox"/> Windows (WIND2)
<input type="checkbox"/> Project Management (PROJM)	<input type="checkbox"/> Payroll (PAYRO)	<input type="checkbox"/> AS400 (ASFOU)
<input type="checkbox"/> Grant Writing (GRNTW)	<input type="checkbox"/> Quarterly Tax Preparation (QUAP)	<input type="checkbox"/> American Fundware (AMFUND)
<input type="checkbox"/> Grant Administration (GRNTA)	<input type="checkbox"/> Data Entry (DATAE)	<input type="checkbox"/> FrontPage (FRONT)
<input type="checkbox"/> Conflict Management (CONMG)	<input type="checkbox"/> Human Resources (HRES)	<input type="checkbox"/> Outlook (OUTLK)
<input type="checkbox"/> Marketing (MARK)	<input type="checkbox"/> Insurance (INSUR)	<input type="checkbox"/> MacIntosh (MACIN)
<input type="checkbox"/> Sales Management (SMGT)	<input type="checkbox"/> Legal Terminology (LEGAL)	<input type="checkbox"/> Linux (LINUX)
<input type="checkbox"/> Fiscal Adm/Budgeting (PRESI)	<input type="checkbox"/> Medical Terminology (MEDIT)	<input type="checkbox"/> Peachtree (PEACH)
<input type="checkbox"/> Purchasing (PURCH)	<input type="checkbox"/> Ten Key (TENKE)	<input type="checkbox"/> PhotoShop (PHOTS)
<input type="checkbox"/> Quality Control (QCONT)	<input type="checkbox"/> Typing (TYPIN)	<input type="checkbox"/> C++ (CPP)
<input type="checkbox"/> Graphic Design (GRAPH)	<input type="checkbox"/> Collections (COLLE)	<input type="checkbox"/> Adobe (ADOBE)
	<input type="checkbox"/> General Office (GENOFF)	<input type="checkbox"/> Illustrator (ILLUS)
<b>Language</b>		<input type="checkbox"/> QuickBooks (QUICB)
<input type="checkbox"/> Bilingual Spanish (BILIS)	<b>Industrial</b>	<input type="checkbox"/> Quicken (QUICK)
<input type="checkbox"/> Sign Language (SIGNL)	<input type="checkbox"/> Backhoe (BACKH)	<input type="checkbox"/> CICS (CICS)
	<input type="checkbox"/> Bulldozer/Grader (BULLD)	<input type="checkbox"/> Oracle Database (ORACD)
<b>Truck Driver</b>	<input type="checkbox"/> Crane (CRANE)	<input type="checkbox"/> Visual Basics(.net) (VISUA)
<input type="checkbox"/> Local Only (LOCAL)	<input type="checkbox"/> Forklift (FORK)	<input type="checkbox"/> HTML (HTML)
<input type="checkbox"/> Over the Road (INTST)		<input type="checkbox"/> JAVA (JAVA)
<input type="checkbox"/> Refrigeration (REFRI)	<b>Construction</b>	<input type="checkbox"/> COBOL (COBOL)
<input type="checkbox"/> Delivery Driver (DELID)	<input type="checkbox"/> Carpentry Rough (CARPR)	<input type="checkbox"/> SQL (SQL)
<input type="checkbox"/> Refrigeration (REFRI)	<input type="checkbox"/> Carpentry Finish (CARPF)	<input type="checkbox"/> Publisher (PUBL)
<input type="checkbox"/> Delivery Driver (DELID)	<input type="checkbox"/> Drywall (DRYWL)	<input type="checkbox"/> Microsoft Project (MSPROJ)
	<input type="checkbox"/> Framer (FRMER)	
<b>Welding</b>	<input type="checkbox"/> Electrical (ELECC)	<b>Service Industry</b>
<input type="checkbox"/> MIG (MIG)	<input type="checkbox"/> Cement (CEMEN)	<input type="checkbox"/> Cash Handling (CAHDLG)
<input type="checkbox"/> Pipe (PIPE)	<input type="checkbox"/> Brick Mason (BRICKM)	<input type="checkbox"/> Cashier (CASH)
<input type="checkbox"/> Structural Steel (STRUS)		<input type="checkbox"/> Child Care (CHILD)
<input type="checkbox"/> TIG (TIG)	<b>Machining</b>	<input type="checkbox"/> Customer Service (CUSTSV)
	<input type="checkbox"/> Calipers/Micrometers (CALIP)	<input type="checkbox"/> Food Prep (FOODP)
<b>Tools Needed</b>	<input type="checkbox"/> CNC Operator (CNCOP)	<input type="checkbox"/> Food Service (FOODSV)
<input type="checkbox"/> Carpentry Hand Tools (CARPH)	<input type="checkbox"/> CNC Programmer (CNCPR)	<input type="checkbox"/> Janitorial/Cleaning (JANIT)
<input type="checkbox"/> Drywall Tools (DRYWT)	<input type="checkbox"/> Lathes/Mills/Presses (LATHE)	<input type="checkbox"/> Retail Sales (RETSLS)
<input type="checkbox"/> Welding Tools (WELDT)	<input type="checkbox"/> Machine Tool Tech (MACHI)	
<input type="checkbox"/> Mechanic Tools (MECHA)	<input type="checkbox"/> Metric (METRI)	<b>Agriculture</b>
	<input type="checkbox"/> Punch Press/Drill Press (PUNCH)	<input type="checkbox"/> Farming (FARMI)
		<input type="checkbox"/> Livestock (LIVES)