



Strengthening the economy with a diverse job ready workforce by providing customized training, employment and business services.

Metro One Stop
5600 NE 42nd Ave.
Portland, OR 97218
Phone: 503.943.2000

Goalpost One Stop
6443 N. Lombard St.
Portland, OR 97203
Phone: 503.240.5600

Job Order Form

Employer Information

Today's Date: _____ Contact Name: _____ Contact e-mail: _____

Company Name: _____ Mailing Address: _____

Telephone #: _____ Fax #: _____ Unemployment Insurance Tax #: _____

Please Check one job order handling option:

- 1. Let the public see the job description and tell all interested applicants to contact me directly.
- 2. Show only the job description to the public; refer all qualified applicants to me.
- 3. Please contact me. This job order needs specialized handling.

Note: You may change your selected job order handling option at any time by calling PCC Workforce Network at 503.943.2000

Job Information

Title of Job: _____

Whom to contact: _____

Hours of work per week: _____

Job is: Full time Part time Permanent Temporary

Job will last: 1-3 days 4-150 days Over 150 days

Work shift: _____ Work days _____

Pay: \$ _____ per (check one)

hour day week month year other _____

Please note: Job orders must meet minimum legal wage requirements

Number of positions to fill: _____

Number of applicants to be referred: _____

Worksite Address (if different from mailing address): _____

Applicants should apply:

In person Send resume Call for appointment

Special instructions _____

Job Requirement

Minimum work experience required (months): _____

Type of experiences: _____

Education (in years): _____

Legal age requirement (if any) _____

Occupational license: Type _____ Yes

Driver's license: Class _____ Yes

Typing: WPM _____ Yes

Word processing: _____ Yes

Ten key: Sight Touch KPM _____ Yes

Computer skills needed? _____ Yes

Please specify (software, hardware, other): _____

Preferred workers program eligible requested? Yes

Is the job located on a bus line? Which bus #? _____ Yes

Job description summary

Please describe the job. What will this person be doing? List required skills and aptitudes, knowledge of special equipment, instruments, tools, or working conditions ... include a job description if available.