

## EMPLOYER JOB LISTING FAX



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EMPLOYER INFORMATION	JOB OPENING INFORMATION
California Employer Tax ID #:	Job Title: Office assistant # of Openings: 1 Start Date: immediat
	Duration of job:
Type of Business: Food Service Equipment Sales	Duration of job listing: ☐ 14 days ☐ 30 days ☐ 60 days
Business Name: Western Pioneer Sales Co	Starting wage \$9.00 Negotiable Yes No Hrs. per week 1-20 21-30 31-40 40 plus
E-mail: wps@westernpioneersales.com	Shift: Day Swing Grave Any
Address: 406 E colorado St	
City, State: Glendale	JOB DUTIES: Work performed, equipment, methods and materials used, physical activities (attach additional page if
County, ZIP: CA, 91205	necessary)
Contact Person: Ray Callahan	Answer phone, route calls to proper person. Assist with processing A/P. Purchase orders
Telephone Number: (818) 244-7285	and order inquiries.
Fax: (818) 245-7285	
Job Site Location (complete if different than above)	
Street Address: same as above	
City, State, ZIP:	
Do you have Internet access?	REQUIRED RELATED EXPERIENCE: Years Months
Are you a federal contractor (\$100,000)? ☐ Yes ☒ No	REQUIREMENTS: Training (such as computer software),
Are you a temporary employment agency? ☐ Yes ☒ No	skills (such as typing), knowledge and abilities (attach additional page if necessary)
REFERRAL INSTRUCTIONS (Check all that apply)	Basic PC experience and Quickbooks helpful.
Send on-line CalJOBS <sup>™</sup> résumés?	
Mail résumé to: Employer address? ☐ Yes ☐ No	
Job site address? ☐ Yes ☐ No	
Report directly between am/pm and am/pm	
Call for appointment?	
E-mail résumés?	Driver's license needed? ⊠ None □ A □ B □ C
Fax résumés?	DMV printout required?
Does your company offer employee benefits?	Education required: ☐ None ☐ 8 <sup>th</sup> grade or less ☐ 9 <sup>th</sup> —12 <sup>th</sup> grade ☐ HS/GED ☐ Some post High School
Medical <u>x</u> Dental Vision Other	Associate degree Bachelor's degree
Retirement Plan Childcare Paid Sick Leave X	☐ Master's degree ☐ Doctorate degree
Life Insurance Paid Vacation x Profit Sharing	Other post secondary school or training
EMPLOYER AUTHORIZATION	
The Employment Development Department has given me the choice	
My choice is indicated below. Note: Listing will close automatically after period of time selected.  I agree to have my job opening placed in the public system. I understand that this will give job seekers my company name,	
address or phone number as referral instructions so that they may refer themselves to this/these job opening(s) directly in	
the manner I specify. I further understand that my job opening will be shared with America's Job Bank.	
I agree to have my job opening placed in the confidential system. I do not want my company information displayed. I wish to have EDD Job Service staff refer the individual job seekers.	
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Signature and title of employer or employer representative	Date