Mayor's Office of Employment Development

Job Posting Application

Instructions: Complete all fields and email this form to business@oedworks.com.
All fields are required. Missing information could delay the processing of your application.

COMPANY INFORMATION		
Company		FEIN
Street Address		
City	State	ZIP
Website/URL	# of Employees	Industry
Contact Name		Title
Email Address	Phone	Fax
Is Job Posting for a City Contract? NO ☐ YES ☐	Contract Name/#	

JOB POSTING INFORMATION	
Job Title/	Number of Open Positions _____ Status: FT ☐ PT ☐ Temp ☐
Salary/ Hr. Wage	Benefits: NO ☐ YES ☐ Type:
Work Environment: Indoors ☐ Outdoors ☐	Physical Requirement NO ☐ YES ☐ List min. lifting ____ lbs
Licenses/Certification Required: NO ☐ YES ☐ List: _____	
Car required: NO ☐ YES ☐	Is company accessible by public transportation? NO ☐ YES ☐ Bus#_____
Pre-Employment Screening: Alcohol/Drug ☐ Credit ☐ References ☐ Criminal Background Check NO ☐ YES ☐	
Education : ☐ HS Diploma or GED ☐ College Courses ☐ Training/Tech Certificate ☐AA Degree ☐B. A. Degree ☐ Other Degree	

JOB DESCRIPTION
Experience/ Skills Required

EMPLOYER CERTIFICATION	
I certify that the information on this job posting is accurate and is provided to recruit for a valid employment opportunity.	
Signature/Title	Date

MOED OFFICE USE ONLY
BSR Assigned/Date: