



# Florida Crown Workforce Board, Inc.

## Region 7

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Lake City, FL 32055  
(386) 755-9026 telephone \* (386) 487-1218

Member of

TTY via Florida Relay 711



**Serving the Counties of  
Columbia. Dixie. Gilchrist & Union**

Today's Date: \_\_\_\_\_

\*Company: \_\_\_\_\_ Contact Person: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

\*Phone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

\*E-Mail Address/Contact: \_\_\_\_\_

\*Web Application Address <http://www>. \_\_\_\_\_

Job Title/Position to be filled: \_\_\_\_\_

\*The days/hours of work: \_\_\_\_\_ \*Number of hours per week: \_\_\_\_\_ \*Number of openings: \_\_\_\_\_

\*Description of job duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Education required: \_\_\_\_\_ \*Experience required: \_\_\_\_\_ mos. \_\_\_\_\_

Will training be provided?  Yes  No \*Type of Driver's License required: Class \_\_\_\_\_

\*Testing Requirements:  Spelling  Typing CWPM: \_\_\_\_\_  Other \_\_\_\_\_

Hiring Requirements:  Drug Test/Screen  Background  Credit  Reference  Other  Bonding

Minimum Age: \_\_\_\_\_ Reason: ( ex: insurance requirements) \_\_\_\_\_

\*Computer skills required: \_\_\_\_\_

\*Machinery/Equipment experience required: \_\_\_\_\_

Job location, if different from above address: \_\_\_\_\_

\*Pay Range: Lowest \_\_\_\_\_ Highest \_\_\_\_\_ Other \_\_\_\_\_

\*List Benefits: \_\_\_\_\_

\*How to apply:  Call for appointment  In person  Mail/Fax resume  
 E-mail  Company Website

\*Federal ID number: \_\_\_\_\_ \*Is your company a federal contractor?  Yes  No

\*Type of industry: \_\_\_\_\_

\*NOTE: This information is mandatory. Omission will delay input.

**Bringing People and Business Together**

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.