



A proud partner of the AmericanJobCenter® network

## WV Jobs Act Data Collection

Date: _____		FEIN: _____	
Employer Name: _____		Parent Company: _____	
Physical Address: _____ City: _____ State: _____ Zip: _____			County: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____			County: _____
Phone #: _____ - _____		FAX #: _____ - _____	
Contact Name: _____		Job Title of Contact: _____	
E-Mail Address: _____			
Job Title: _____			Number of Openings: _____
Job Summary: (Experience or Bona Fide Occupational Qualifications) _____ _____ _____			
MINIMUM Experience Required: _____ Months _____ Years		Tools Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Certificate/License Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of License: _____	
Typing Speed: _____ wpm		Data Entry Speed: _____ kph	
Minimum Education Required? _____		Job Testing Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Benefits Available: (Insurance, Sick, Vacation) _____			
Minimum Salary: \$ _____ Per: (Hr/Day/Wk/Mth/Yr) _____		Commission Only? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Display Salary to Job Seeker? <input type="checkbox"/> Yes <input type="checkbox"/> No		Drug Test? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Credit History Checks?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Must A Job Seeker Be Currently Employed To Be Considered For This Job Vacancy?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Work Hours: From: _____ To: _____		Hours Per Week: _____	
Shift Work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Work Days: <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat Other: _____	
Duration of Job: <input type="checkbox"/> 0 - 3 Days		<input type="checkbox"/> 4 - 150 Days	
		<input type="checkbox"/> 151 + Days	

### REFERRAL METHOD

How To Apply:  Fax Resume  Fax Application  In Person  By Mail  Call Employer  Website

Additional Referral Instructions: \_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL INFORMATION PER WV JOBS ACT

Public authority for the project: \_\_\_\_\_

Address of public authority: \_\_\_\_\_

Name of project: \_\_\_\_\_

**Upon receipt of your job order, a WorkForce Representative may contact you.**  
If you have additional questions, please contact your local WorkForce West Virginia Office.