

**Greenville County Workforce Development
 Workforce Investment Act of 1998
 Employer Services
 Fax Form To: (864) 467-3601
 For Questions, Please Call: (864) 467-3620**



Please fully complete and submit this form to circulate employment notices within the One-Stop system. Please give detailed information about the position and the desired qualifications.

Company Contact Information

Name of Organization	
Mailing Address	
Location Address	
Telephone Number	
Fax Number	
Web Site Address	
Federal Tax ID #	
Type of Business	
Number of Employees	
Federal Contractor?	
Contact Person	
Job Title	
Telephone Number	
Fax Number	
E-mail Address	
Referral Instructions: Call for Appt., Apply in Person, Mail/Fax Resume	
Other Business Service Needs	

For 1st Open Position Title, Please List the Following

Position Title	
Number of Openings	
Position Location	
Shift and Days of Work	
Full or Part-time	
Temporary, Regular, or Temp to Hire?	
Salaried or Hourly and Pay Rate	
Description of Duties	
Experience Required	
Education Required	
Benefits	

For 2nd Open Position Title, Please List the Following

Position Title	
Number of Openings	
Position Location	
Shift and Days of Work	
Full or Part-time	
Temporary, Regular, or Temp to Hire?	
Salaried or Hourly and Pay Rate	
Description of Duties	
Experience Required	
Education Required	
Benefits	

Please attach additional sheets if necessary.