



SC Works Greenville Business Services

Phone: (864) 467-3620 Fax: (864) 467-3601

Mailing Address

225 S Pleasantburg Dr, Suite C-11
Greenville, SC 29607

Completed forms may be submitted via fax to 864-467-3601 or emailed to employerinfo@greenvillecounty.org

1. Company Name		2. Mailing Address			City	State	Zip
3. Contact Name		4. Physical Address (if different from above)			City	State	Zip
Your Title:		Is your company a Federal Contractor?					
5. Phone Number		6. Fax Number		7. Job Site (if different from above)			
8. Contact's Email Address				9. Company Website			
Number of Employees: _____				Federal ID: _____			
Job Information							
1. Open Position's Title		2. Number of Openings		3. Is job: Direct Full-time Hire Temporary Temp to Hire If temp, how long? Part-time			
4. Days /Hours/Shift Worked Per Week		5. Salary \$ /hr		6. Education Required None Bachelor H.S/GED Degree: Associates Other		7. Other License/ Certificate Needed	
8. Other Requirements Driver's License Typing Test WPM = _____ Background Check				9. Physical Requirements (Please describe) Drug Screen MVR Required Other			
10. Tools Needed		11. Experience Needed No. Months: No. Years:		12. Benefits available & When do they take effect? Health Insurance Vacation Other Dental Insurance Pension Sick Leave 401K			
13. Relocation provided for out of state applicants? Yes No			14. Language Requirements				
15. Description of Job Duties - Please be as specific as possible (You may attach a job description if more convenient.) (Include any machinery or tools used, clerical skills, shorthand, computer experience, software/hardware, etc...)							
Company Profile: Enter a profile of your company for job seekers to view, including a summary of your major products/services.							
17. Referral Instructions (application needed, interview, etc...)							
18. Post Job from _____ to _____.							
TTY: 711 EO Employer/Program Auxiliary Aids Available							
FOR OFFICE USE: Received By: _____				Date Received: _____			