Employment Development Department
State of California

EMPLOYER JOB LISTING
FAX
818-890-9455
Mail To: EDD 11623 Glenoaks Blvd. Pacoima, CA 91331

CalJOBS℠ www.caljobs.ca.gov

EMPLOYER INFORMATION

California Employer Tax ID #: _____

Type of Business: _____

Business Name: _____

E-mail: _____

Address: _____

City, State: _____

County, ZIP: _____

Contact Person: _____

Telephone Number: (___) _____

Fax: (___) _____

Job Site Location (complete if different than above)

Street Address: _____

City, State, ZIP: _____

Do you have Internet access? ☐ Yes ☐ No
Are you a federal contractor ($100,000)? ☐ Yes ☐ No
Are you a temporary employment agency? ☐ Yes ☐ No

REFERRAL INSTRUCTIONS (Check all that apply)

Send on-line CalJOBS℠ résumés? ☐ Yes ☐ No
Mail résumé to: Employer address? ☐ Yes ☐ No
Job site address? ☐ Yes ☐ No
Report directly between _____ am/pm and _____ am/pm
Call for appointment? ☐ Yes ☐ No
E-mail résumés? ☐ Yes ☐ No
Fax résumés? ☐ Yes ☐ No

Does your company offer employee benefits?

Medical ___ Dental ___ Vision ___ Other ___
Retirement Plan ___ Childcare ___ Paid Sick Leave ___
Life Insurance ___ Paid Vacation ___ Profit Sharing ___

JOB OPENING INFORMATION

Job Title: _____
# of Openings: ___ Start Date: _____
Duration of job: ☐ Temp ☐ Long Term
Duration of job listing: ☐ 14 days ☐ 30 days ☐ 60 days
Starting wage $_____ Negotiable ☐ Yes ☐ No
Hrs. per week ☐ 1-20 ☐ 21-30 ☐ 31-40 ☐ 40 plus
Shift: ☐ Day ☐ Swing ☐ Grave ☐ Any

JOB DUTIES: Work performed, equipment, methods and materials used, physical activities (attach additional page if necessary)

REQUIRED RELATED EXPERIENCE: Years Months

REQUIREMENTS: Training (such as computer software), skills (such as typing), knowledge and abilities (attach additional page if necessary)

Driver's license needed? ☐ None ☐ A ☐ B ☐ C
DMV printout required? ☐ Yes ☐ No
Education required: ☐ None ☐ 8th grade or less
☐ 9th–12th grade ☐ HS/GED ☐ Some post High School
☐ Associate degree ☐ Bachelor's degree
☐ Master's degree ☐ Doctorate degree
☐ Other post secondary school or training

EMPLOYER AUTHORIZATION

The Employment Development Department has given me the choice of listing my job opening in either the public or confidential system. My choice is indicated below. Note: Listing will close automatically after period of time selected.

☐ I agree to have my job opening placed in the public system. I understand that this will give job seekers my company name, address or phone number as referral instructions so that they may refer themselves to this/these job opening(s) directly in the manner I specify. I further understand that my job opening will be shared with America's Job Bank.

☐ I agree to have my job opening placed in the confidential system. I do not want my company information displayed. I wish to have EDD Job Service staff refer the individual job seekers.

_____ _____
Signature and title of employer or employer representative Date