



Youth Job Order

DATE: _____ OJT/WEX DIRECT HIRE YOUTH AGES 16-21 AGES 18-21

JOB OPENING INFORMATION

Job Title: _____

Openings: _____ Start date: _____

Starting Wage: _____ Negotiable: Yes No

Shift: Day Swing Grave

Hrs per week: 1-20 21-30 31-40 40+

Duration: Temp Long Term

Typing (WPM): _____

Drivers license needed? Yes No

Class: A B C M

DMV printout required? Yes No

Education Required:

- 8th Associate Degree
- 9th-12th grade Bachelors Degree
- HS/GED Other Training
- Some Post High School

Job Duties: Work performed, equipment, methods and materials used, physical activities.

Acceptance Requirements: Training, skills, knowledge and abilities.

Required related experience: Years _____ Months _____

EMPLOYER INFORMATION

Type of Business: _____

Employer Name: _____

E-Mail Address: _____

Street Address: _____

City, State: _____

County, Zip: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Business Owner: _____

California Tax ID # _____

How did you hear about us? _____

Would you consider this an entry-level job? Yes No

Is office near Light Rail or Bus line? Yes No

If so, please state _____

REFERRAL INSTRUCTIONS (Check all that apply).

Call for appointment? Yes No

Send resume on-line? Yes No

Fax resume? Yes No

Mail resume to: Employer address? Yes No

Job site address? Yes No

Apply in person? Yes No

Between the hours of _____

Additional Information:

Benefits: Yes No

Opportunities for advancement: Yes No

Other: _____

SACRAMENTO WORKS for YOUTH Services
 For more information call: 274-1019.
 Email this form to: SacramentoWorksforYouth@delpaso.seta.net
 Or Fax 916-263-3918