



Jefferson
County
Workforce
Center

Serving the Tri-County Region

www.jeffcoworkforce.org

Jefferson County Workforce Center
Business Services

3500 Illinois Street, Golden, Colorado 80401
Phone: 303-271-4718 Fax: 303-271-4622

RECRUITMENT PROFILE
FORM

Company Name: _____ Web Address: _____

Nature of Business: _____ Federal Contractor? Yes No

Contact Person: _____ County: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

POSITION PROFILE

Title of Open Position: _____ Months of Exp. _____ # of Openings _____

Position Open Until Filled: Yes No Applications Accepted Until: _____

Work Location: _____ RTD accessible: Yes / No

Min. Age: _____ Education: N/A GED HS AA BA BS MS PHD Field of Study: _____

Job Description: _____

If your company has a more complete description – please include as well

Requirements: _____

Preferred Qualifications: _____

Driver's License Required: Regular CDLA CDLB CDLC Endorsements: _____

Type of Position: Regular FT Regular PT Temporary FT Temporary PT 1099
Contractor

Work Schedule: _____ If temporary, position will last until: _____

Starting pay or pay range – From: _____ To: _____ Per: Hour Week Month
Year

If Base + Commission: Base pay: _____ / _____ Projected Commission: _____ / _____

Does company provide Health Benefits: Yes No Benefits begin: _____ Immediately Days Months

How to refer: Apply in Person Call for Appointment Online Fax Mail Email
(Resume)

Will Hire: Ex-Offenders: Yes No Case by Case Basis Non-English Speaking: Yes No

Require: Drug Screen: Yes No Physical Exam: Yes No Background and/or Credit Check: Yes
No

Are you interested in learning more about the benefits of hiring Adults with disabilities? Yes No **(Rev.08/08/2006)**