

PLEASE RETURN FORM TO:

Employer Services
 3355 W. Alabama Street Suite 350
 Houston, TX 77098
 or e-mail: houstonjobs@twc.state.tx.us

Date: _____
 Phone: (713) 688-6890
 Fax: (713) 688-8062/8446

Federal ID: _____ **State Unemployment ID:** _____ Employer ID: _____

Company Information

Type of Business: _____ **Firm Name:** _____
Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Company Contact: _____ **Ph:** _____ **Ext.** _____ **Fax:** _____
Contact Title: _____ Confidential: Firm Name Company Contact

Job Site Information – Zip Code Required

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____
Company Contact: _____ **Ph:** _____ **Ext.** _____ **Fax:** _____

Position Available

Job Title: _____ **Job Posting #** _____ **# of Openings:** _____
Job Description: [Please, list detailed information of job duties.]

Expected Duration

Regular Full-Time Temporary **Work Hrs:** _____ Days
 Regular Part-Time Temp-Hire Evenings
Education Level Yrs: _____ **Salary:** _____ Confidential Salary Nights
Experience Level Yrs: _____ Mos: _____ [Federal Minimum Wage is \$7.25 per hour.] **Shift** Weekend
 entry level ok Varied
 Education/Experience Type: _____

Additional Information

License or Certification required for this job: _____
Apply By: Phone Fax Mail E-Mail In Person Online _____
Benefits Insurance Leave Bonuses Stock Options Reimbursement Flexible Schedule Overtime Childcare
On Bus Line? Yes No **Drug Screen?** Yes No **Physical?** Yes No **Background Check?** Yes No **Hire Ex Offender?** Yes No

For Office Use Only

FBC Region: _____ FBC Name: _____
 Order Holding: 0424 0427 ***Level:** 1 2 3 Assign To: _____

OTHER INSTRUCTIONS: * [Employer: If you wish your posting entered to allow job seekers to view it & refer themselves to you, choose "Level 1" above. Choose "Level 2" above if you want job seekers prescreened, by Career Center staff, to insure they match the qualifications you have listed.]