

# EMPLOYMENT NEEDS REQUIREMENT

Position Available: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Experience needed: \_\_\_\_\_

Job Duties: \_\_\_\_\_  Permanent  Temporary

Hours per Week: \_\_\_\_\_  Overtime? Location: \_\_\_\_\_

Salary Range: \_\_\_\_\_  Hourly  Salary Benefits: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail \_\_\_\_\_ (for resume)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

*Applications accepted through :* \_\_\_\_\_ *(Date/Time)*

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Please complete for all positions open. Only complete the information you want the applicant to use, i.e., only list Company phone if that is where you want applicant to call. The information will be posted and sent to the local Department of Labor and Workforce Development Center.

**Fax this form to 404-362-9211 or email to [vtemple@guca.com](mailto:vtemple@guca.com).**