

Quincy Career Center Job Order Request Form

Quincy Career Center

152 Parkingway

Quincy, MA 02169

Phone: 617-745-4046

Fax: 617-745-4049

Fill out the form and fax to 617-745-4049 or scan/email to aclough@pqcc.org
or jschlueter@pqcc.org or wspain@pqcc.org

Please Note: Form fields marked with a red asterisk (*) are required fields.

Company Information

Company Name*: _____

Address* _____

City/Town*: _____

State*: _____

Zip Code*: _____

Main Phone Number*: _____

Website Address (URL): _____

Federal Employer Identification Number (FEIN) (*Tax Identification Number*)*: _____

Number does not appear on posted order

Federal Contractor*: _____

Number of Employees*: _____

Primary Product/Service*: _____

Contact Information

Contact Name*: _____

Title: _____

Phone*: _____

Email*: _____

FAX: _____

Job Information

Job Title*: _____

Number of Positions Available*: _____

Job Location - City*: _____

Job Location - Zip Code*: _____

Is this an Apprenticeship Position?*: _____

Is this a Union Position?*: _____

Does this position require a Foreign Labor Certificate?*: _____

Job Description/Duties/Qualifications*:

Maximum number of characters is 3950.

Required Years of Experience: _____

Minimum Age: _____

Required Education: _____

Shifts*: *Please check all that apply.*

First Second Third Split Rotating Per Diem

Duration*: *Please check all that apply.*

FullTime FullTime Temporary PartTime

PartTime Temporary Temp to Hire

If Temporary, please specify length: _____

Hours per Week*: _____

Work Hours - Start Time: _____

Work Hours - End Time: _____

Pay Range - Minimum: _____

Pay Range - Maximum: _____

Benefits: *Please check all that apply.*

401K Dental Life Insurance

Major Medical Paid Holidays Prescriptions

Retirement Plan Sick Leave Vacation

Vision No Benefits

How do you want to be contacted?*: *Please check all that apply.*

Phone Email Fax

Mail Apply in Person NO Phone Calls

Apply Online

Would you like this job listing posted on JobCentral National Labor Exchange?: _____

This job order will be posted for 30 days, unless otherwise noted here: _____

If you have any questions, please contact

Amy Clough, aclough@pqcc.org, 617-745-4066

Jeff Schlueter, jschlueter@pqcc.org, 508-732-5303

Bill Spain, wspain@pqcc.org, 617-745-4095

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