



Post Office Box 309, Boonville, NC 27011  
 533 N Carolina Avenue Highway 601 N  
 Telephone (336) 367-7251 – Fax (336) 367-3637  
 Tax I.D. **56-0851147**

*Serving Davie, Stokes, Surry, and Yadkin Counties*

|                       |  |   |  |
|-----------------------|--|---|--|
| To:                   | <input type="checkbox"/> Interested Persons  |   |  |
|                       | <input type="checkbox"/> N.C. Employment Security Commission<br>Fax: (336) 679-7350<br>How would you like the Employment Service to contact you?<br><input type="checkbox"/> Phone <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Email _____ |   |  |
|                       | Number of Positions: _____ Number of Referrals Desired: _____<br>Minimum Age: _____<br>Keep Job Order Open Until: _____<br><i>(cannot exceed 30 days without notifying ES office staff)</i>  |   |  |
|                       | <input type="checkbox"/> Unsuppressed-Contact<br>information is available to<br>potential job seekers and <u>anyone</u><br><u>else with access to the internet.</u><br>Does not require staff<br>intervention.   | <input type="checkbox"/> Partially Suppressed-Contact<br>information is available to<br>qualified job seekers. Will require<br>some staff intervention. | <input type="checkbox"/> Suppressed-Contact<br>information is available to<br>qualified job seekers after staff<br>has contacted employer and<br>received permission to refer. Will<br>require staff intervention for <u>each</u><br>referral. |
|                       | <input type="checkbox"/> Federal Contractor<br><input type="checkbox"/> Under affirmative action compliance  |   |  |
| From:                 |  |   |  |
| Date:                 |  |   |  |
| Regarding:            | <b>JOB VACANCY</b>   |   |  |
| Position Title:       |  |   |  |
| Job Location/Address: |  |   |  |
| Work Schedule:        | <input type="checkbox"/> Full-time Hours per week: _____<br><input type="checkbox"/> Part-time Hours per week: _____<br><input type="checkbox"/> Seasonal Duration: _____<br><input type="checkbox"/> Temporary Duration: _____<br><input type="checkbox"/> Other _____            |   |  |
| Wage/Salary Range:    | <input type="checkbox"/> Show Salary Information to Jobseeker  |   |  |
| Starting Date:        |  |   |  |

*EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER*

Job Summary - The most important Task/Skills performed in the position

Education Requirements:

- High School Diploma/GED
- Certificate/Certification \_\_\_\_\_
- College Degree \_\_\_\_\_
- Experience \_\_\_\_\_
- Other

|                            |   |
|----------------------------|---|
| Driver's License Required: | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>CDL: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C   |
| Languages Preferred:       | <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Bi-lingual   |
| Requirements               | <input type="checkbox"/> Drug Test Required <input type="checkbox"/> Background Check Required  |
| Benefits                   | <input type="checkbox"/> Pension Plan <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Vision<br><input type="checkbox"/> Paid Vacation/Sick <input type="checkbox"/> Education Assistance |
| For Questions Contact:     |   |
| Apply                      | Mail resume/application to:<br>P.O. Box 309 Boonville, NC 27011<br><br>Fax resume/application to:<br>(336) 367-3637<br><br>Apply Within::<br>District Administrative Office<br>533 N. Carolina Ave Hwy. 601 N. Boonville, NC 27011  |

*Employment applications available at [www.yveddi.com](http://www.yveddi.com)*