



## **JOB ORDER FORM**

Please fax to 1-310-830-9516 Attention: Charlotte Callegari or call 1-310-952-1762.  
You may also email [ccallega@carson.ca.us](mailto:ccallega@carson.ca.us) to post job orders.

Date: \_\_\_\_\_ Job Order Form #: \_\_\_\_\_

**FOR OFFICE USE ONLY**

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

Company Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Email Address \_\_\_\_\_

Job Title: _____		
Number of openings: _____		Deadline to apply: _____
Hours per week: _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Salary: _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard
Overtime: <input type="checkbox"/> Yes <input type="checkbox"/> No	Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Training available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Permanent position: <input type="checkbox"/> Yes <input type="checkbox"/> No	Temporary position: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Driver's license needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Start date: _____	
Duties: _____		
Requirements: _____		
How should applicant apply? <input type="checkbox"/> Fax resume <input type="checkbox"/> Email resume <input type="checkbox"/> Apply in person <input type="checkbox"/> Apply online on company website		
WEBSITE ADDRESS: _____		

City of Carson, Career Center  
801 East Carson Street  
Carson, CA 90745

*Thank you so much for allowing the Carson Career Center  
to assist you with your employment needs.*