



**First Source Providence**  
Job Vacancy Information Form

**Employer Information:**

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

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact person/Title \_\_\_\_\_ Email address: \_\_\_\_\_

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

Secondary Contact person/Title \_\_\_\_\_ Email address: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ FT \_\_\_\_\_ PT \_\_\_\_\_ Temporary \_\_\_\_\_ Number of Openings: \_\_\_\_\_

Date Open: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Rate of pay (annual or hourly salary): \$ \_\_\_\_\_ Does the position have benefits? \_\_\_\_\_

New \_\_\_\_\_ Replacement \_\_\_\_\_

Please describe Typical Job Duties OR Attach a Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required Experience, Skills and Education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work Schedule: (days/shift/weekends) \_\_\_\_\_

How would you like job applicants referred to you? (Check One Below):

- Email resumes of top \_\_\_\_\_ candidates
- Fax resumes of top \_\_\_\_\_ candidates
- Provide candidate names and phone numbers to you
- Have candidates apply directly with you
- Have candidates call you directly

**PROVIDENCE THE CREATIVE CAPITAL**