

# TRADE & INDUSTRY



## WAYNE COUNTY SCHOOLS CAREER CENTER

518 West Prospect Street, Smithville, OH 44677

Date and Initial Upon Completion:

Taken by: \_\_\_\_\_

\_\_\_\_\_ Emailed/Mailed/Faxed Résumés      \_\_\_\_\_ Emailed applicants      \_\_\_\_\_ Mailed Blind Copies

Status Update: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail \_\_\_\_\_

Referrals: \_\_\_\_\_ VIP      \_\_\_\_\_ High School      Website: \_\_\_\_\_

Date of Order: \_\_\_\_\_

Occupation: \_\_\_\_\_ City/Town: \_\_\_\_\_

Skills: Code - Required (R) or Preferred (P)

___ AutoCAD	___ Reads Blueprints	___ Welding - Arc
___ Drafting	___ Basic Electricity	___ Welding - Oxyacetylene
___ Machine Shop	___ Pneumatics	___ Welding - MIG
___ CNC Machine	___ Hydraulics	___ Welding - TIG
___ Other (_____)	___ Other (_____)	___ Other (_____)

Other Skills Needed: \_\_\_\_\_

Duties: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Work Schedule: \_\_\_ Full Time      \_\_\_ Part Time      \_\_\_ Permanent      \_\_\_ Temporary

Hours/Days: \_\_\_\_\_

If part time, may it become full time? \_\_\_ Yes \_\_\_ No      If temporary, permanent? \_\_\_ Yes \_\_\_ No

Base Salary per hour: \$ \_\_\_\_\_

Benefits: Code - Company Paid (C), Participatory (P), or None (N)

\_\_\_ Health      \_\_\_ Vacation/Holidays      \_\_\_ Other: \_\_\_\_\_

**It is the policy of the Adult Education Office to forward résumés that match the job order to the employer for review. The employer will contact individuals they wish to interview for the position.**

How should applicants respond if different from our policy? \_\_\_\_\_

Person to Contact: Josi Weaver-Kranz      jweaver@wcsc.org