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@wcscc.org

08/08