



**Job Board Posting Form**

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| 1. **If you have not already done so, please complete and submit the initial Employer Registration Form.**

*The Registration form will only need to be completed once and may be submitted along with your first job posting; you will then be able to post as many jobs as you like that meet the* ***General Requirements****.* 1. **Complete a Job Board Posting Form for each unique job title/position that you are requesting to post, and submit your form(s) to Mary Yapejian:** **YapejianMary@countyofkane.org**

*Please feel free to attach a job description that your company may already have in place; however, you will still be required to complete and submit any of the information below that is not included in your job description document.*  |

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| **Job Title** |   | **# of Openings** |   |
| **Company Name** |   | **Industry/Nature** **of Business** |   |
| **Worksite Address** |   | **County** | [ ]  Kane [ ]  Kendall [ ]  DeKalb |
| **Job Type** | [ ]  Full-Time, Regular [ ]  Other- P*lease Specify*:  | **# of Hours Per Week** |   |
| **Required Schedule/****Shift** | [ ]  Monday [ ]  Tuesday [ ]  Wednesday | [ ]  Thursday[ ]  Friday [ ]  Saturday | [ ]  Sunday[ ]  Rotating | [ ]  Day/1st Shift [ ]  Rotating [ ]  Evening/2nd Shift [ ]  Split [ ]  Night/3rd Shift  |
| **Salary Rate/Range** |   |  **Benefits** | [ ]  Medical [ ]  Dental[ ]  Vision | [ ]  401K [ ]  Profit Sharing [ ]  Pension  | [ ]  Vacation[ ]  Holiday Pay[ ]  Other:  | [ ]  No Benefits |
| **Job Description/ Duties and Responsibilities** |   |
| **Required Education Level**  | [ ]  No educational requirement [ ]  High School Diploma or GED [ ]  Some College  | [ ]  Associate Degree [ ]  Bachelor’s Degree [ ]  Master’s Degree | [ ]  Vocational Certificate or Credential[ ]  Occupational License, including Driver’s License Requirement(s) *(please explain):*   |
| **Other Job Requirements/ Qualifications** |   |
| **Pre-Employment Requirements** | [ ]  Background Check [ ]  Physical Exam [ ]  Other- *Please Specify*: [ ]  Drug Screening [ ]  Tools/Equipment/Uniforms  |
| **How to Apply** |   |
| **Desired Post Date** *(Postings stay active for 30 days)* |   | **Additional Notes/Special Instructions:** |   |