

# Mesa County Workforce Center

## Workforce Development /s Economic Development

### Job Posting Information for Connecting Colorado

Employers, you may fax the job description information to us and we will refer only qualified applicants according to your instructions. Please complete the form below and fax to 970-255-3643 or email it to [jobservice@mesacounty.us](mailto:jobservice@mesacounty.us). If you have questions or concerns, do not hesitate to call our office 970-248-7560.

**You can now self-list your jobs on our website: [www.connectingcolorado.com](http://www.connectingcolorado.com)**

#### Employer Information:

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Web site: \_\_\_\_\_

Do you Pay into Workers Comp: \_\_\_\_\_ Unemployment: \_\_\_\_\_

#### Job Information:

Title of Position: \_\_\_\_\_ Job Location: \_\_\_\_\_  
# of Openings: \_\_\_\_\_ Closing Date: \_\_\_\_\_ (will close in 45 days if not indicated).

#### Job Requirements:

Experience in Job Title Required: Months \_\_\_\_\_ Years \_\_\_\_\_  
Minimum Age \_\_\_\_\_  
Education \_\_\_\_\_ Field of Study \_\_\_\_\_  
Driver's License Required? \_\_\_\_\_ Endorsements \_\_\_\_\_  
Background Check \_\_\_\_\_ Drug Screen \_\_\_\_\_

**Required Duties** (If you already have a description, you can attach a separate Word doc)

Duration: Regular Full Time \_\_\_\_\_ Regular Part Time \_\_\_\_\_ Temporary FT \_\_\_\_\_ Temporary PT \_\_\_\_\_

Shift and Hours per Week: \_\_\_\_\_

Pay Range: From \$ \_\_\_\_\_ To \$ \_\_\_\_\_ Per: Hour \_\_\_\_\_ Week \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Benefits: Yes \_\_\_\_\_ No \_\_\_\_\_ Description: \_\_\_\_\_

How To Apply: \_\_\_\_\_



Mesa County Workforce Center  
512 29 1/2 Road, Grand Junction

970 248 7560  
[www.mcwfc.us](http://www.mcwfc.us)