



16801 South Western Ave, Suite A
Gardena, CA 90247
(310) 217-9579

Gardena One-Stop Job Order form

Order # _____

Date:

Company:

Address:

Contact Person:

Phone:

Fax:

Position Title:

of Positions Available: _____

Job Description:

Min. Qualifications:

Please (✓) one: () FULL TIME _____ hrs/week or () PART TIME _____ hrs/week

Start Date and Time:

() Permission to share with other agencies

Wages/Benefits:

Application procedure and Questions/ Comments

For Staff Only

() O.J.T. () Pre-screen apps. () Direct Placement

Job order was received through: Employer Inquiry___ Phone Call:_____ Job site visit:_____

Newspaper:_____ Brochure:_____ Chamber:_____

Other:_____

Staff Signature: _____