



439 South Union Street, Lawrence, MA 01843  
978-722-7000 Phone / 978-722-7090 fax

## JOB SPECIFICATIONS

Please answer the following questions:

- Is this job related to funding provided by the American Recovery and Reinvestment Act (ARRAY)? Yes  No  Not Sure
- Is this an Apprenticeship position? Yes  No
- Is this a Union Position? Yes  No

Date: \_\_\_\_\_ Open Position - Job Title \_\_\_\_\_

Company: \_\_\_\_\_ FEIN# (mandatory) \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Worksite Location (City/Town): \_\_\_\_\_

Type of Position:  Permanent  Temporary - Duration if Temporary: \_\_\_\_\_

Shift(s)  1<sup>st</sup> shift  2<sup>nd</sup> shift  3<sup>rd</sup> shift

Pay Rate: \$ \_\_\_\_\_ OR Range \$ \_\_\_\_\_

Number of Openings: \_\_\_\_\_ Work Schedule - Hours Worked Per Week: From \_\_\_\_\_ To \_\_\_\_\_

Is Public Transportation available to this location for this shift?  YES  NO

Please list Benefits: \_\_\_\_\_

## JOB REQUIREMENTS / MAJOR DUTIES

Please list the **MINIMUM** requirements the applicant must have to be qualified.

Years of Education \_\_\_\_\_ Months of Experience \_\_\_\_\_ Legal Age for this position \_\_\_\_\_ (If appropriate)

Please insert in the gray area the list the major tasks the person will be responsible for (i.e., skills, experience, typing speed, certifications, licenses, etc) or paste the job description: (ATTACHED ADDITIONAL DESCRIPTION)

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### TERMS OF REFERRAL

- Call your company for an interview  The applicant should apply in person at your company
- Send resume directly to your company  Other – Please list method: \_\_\_\_\_
- Apply on-line at: \_\_\_\_\_