

WORK EXPERIENCE OPPORTUNITY FORM

CONNECT2Careers Staff: Phone (619) 228-2945 Email: C2CSD@workforce.org

Company Name: _____

Employer Address: _____

City/State: _____ Zip: _____

Contact Person: _____ Dept/Title: _____

Telephone: _____ Email: _____

Type of Business: _____

Intern Title: _____ No. of Openings: _____ Start Date: _____

Duration: _____ Hrs per/wk: _____ Days: _____ Hours: _____

Hourly Pay: _____ Workers Comp Carrier: _____

Employer Paid Background
Check: Yes No Staffing Agency: Yes No

Employer Paid
Physical/Drug Tests: Yes No Age Requirement: _____

JOB DESCRIPTION: Work performed, methods and type of materials used, physical activities:

SKILL REQUIREMENTS: Skills, knowledge and abilities (see page 2 for check boxes):

SKILLS REQUIREMENTS & QUALIFICATIONS

Please check required skills and qualifications below:

Skills Requirments

Computer	General/Office	Lab	Language
<input type="checkbox"/> A+ Certified	<input type="checkbox"/> Cash Handling	<input type="checkbox"/> Basic Lab Skills	<input type="checkbox"/> Arabic
<input type="checkbox"/> Access	<input type="checkbox"/> Childcare	<input type="checkbox"/> Biology	<input type="checkbox"/> Chinese/Mandarin
<input type="checkbox"/> Auto Cad	<input type="checkbox"/> CPR Certification	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Spanish
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Copy Machine	<input type="checkbox"/> DNA/RNA Isolation	<input type="checkbox"/> Other _____
<input type="checkbox"/> Excel	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Lab Experience	
<input type="checkbox"/> HTML/Web Design	<input type="checkbox"/> Editing	<input type="checkbox"/> Record Keeping	
<input type="checkbox"/> InDesign	<input type="checkbox"/> Filing	<input type="checkbox"/> Research Skills	
<input type="checkbox"/> Illustrator	<input type="checkbox"/> Healthcare Services	<input type="checkbox"/> Solution Preparation	
<input type="checkbox"/> Keyboarding	<input type="checkbox"/> Inventory	<input type="checkbox"/> Vivarium	
<input type="checkbox"/> Networking (LAN)	<input type="checkbox"/> Math Skills	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Photoshop	<input type="checkbox"/> Reception		
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Sales		
<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Other _____			

Qualifications

<input type="checkbox"/> Flexible, ability to multitask	<input type="checkbox"/> Good organizational skills
<input type="checkbox"/> Motivated	<input type="checkbox"/> Positive attitude
<input type="checkbox"/> Problem Solver	<input type="checkbox"/> Quick learner
<input type="checkbox"/> Reliable and prompt	<input type="checkbox"/> Responsible
<input type="checkbox"/> Self-starter	<input type="checkbox"/> Work well under pressure
<input type="checkbox"/> Detail oriented	<input type="checkbox"/> Outgoing personality