**JOB DESCRIPTION**

|  |
| --- |
| **EMPLOYER INFORMATION** |

**Name**: [EMPLOYER NAME]

**Address**: [EMPLOYER ADDRESS]

**Phone**: [EMPLOYER PHONE #]

**E-Mail**: [EMPLOYER EMAIL]

|  |
| --- |
| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: [JOB TITLE]

**Reports to**: [SUPERVISOR'S NAME]

**Job Location**: [JOB LOCATION]

**Start Date**: [LISTING DATE]

**Job Type**: [ ]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: [#] Hours per week

|  |
| --- |
| **JOB DESCRIPTION** |

[DESCRIBE THE EMPLOYMENT POSITION]

|  |
| --- |
| **RESPONSIBILITIES AND DUTIES** |

[LIST THE ESSENTIAL DUTIES OF THE POSITION]

|  |
| --- |
| **QUALIFICATIONS / REQUIREMENTS** |

[ENTER EDUCATIONAL AND SKILL REQUIREMENTS]