

## Form Sections:

Section 1: Contact Information

Section 2: Recruitment Event Request (complete only if requesting a recruitment event)

Section 3: Job Order Request (complete only if requesting a job order)

Section 4: Monterey County Workforce Development Board Contact Information

## Section 1: Contact Information

Employer Name:

Primary Contact Person:

Address:

City:  State:  ZIP:

Primary Contact Phone:

Primary Contact Email:

## Section 2: Recruitment Event Request

Today's Date:  Industry Sector:

Requested Date for Recruitment Event:

*(Recruitment events may not be scheduled earlier than two (2) weeks from today's date)*

Requested Recruitment Event Location:

### Section 3: Job Order

Job Title/Position to Be Filled:

Number of Openings:

Description of Job Duties:

Education Requirements:

- No Requirements    High School/GED    Some College    Associate/Technical Degree  
 Post Graduate Degree    Masters Degree

Will Training Be Provided?    Yes    No

Salary Range:

Provided Benefits:

How to Apply:    In Person    Mail/Fax Resume    Email/Call for Appointment

Are You a Federal Contractor?    Yes    No

Type of Industry:

Federal ID Number:

## **Section 4:** **Workforce Development Board Contacts**

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