



Job Listing Form

Business Information

Business Name: _____

Business Contact: _____

HR/Job Listing Contact: _____ Job Listing Phone Number: _____

HR Job Contact Email: _____

Note: Hanover County Economic Development will not publicize contact information for the listing contact unless requested by the business. HCED staff will reach out every 90 days to ensure hiring information is accurate and up to date. Failure to respond to update requests may result in deactivation or removal of the job listing.

Job Search Information

Please check below where job seekers search and apply for available jobs at your business.

On business website

Website URL: _____

Fillable online application

Must contact business for application

On third party listing website

Website: _____

Contact business directly

Best way to contact business: Email: _____

Phone: _____

Please check some of the key position(s) for which you are either currently or frequently hiring:

Production

Warehousing

Retail

Sales

System Operators/Programmers

Management

Food Service

Delivery

Information Technology

Healthcare
(RN, Imaging, etc.)

Repair/Mechanics/Technicians

Skilled Trade (Heating & Air,
electricians, carpenters)

Other: _____

By checking this box I agree that the information included is accurate and true to the best of my knowledge. I understand that failure to respond to update requests may result in the deactivation or removal of my company's job listing on the Hanover County Job Board.

Printed Name

Signature

Date