



## 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.*

### 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