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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | **Wisc.Jobs Order Form** | | | | | | | |
| Request Date: Select today’s date | | | | | | | |
| *Fill out form electronically and email to* [*wpp@wisconsin.gov*](mailto:wpp@wisconsin.gov)*; All fields are required unless denoted as (optional).* | | | | | | | | | | This form should only be completed by government agencies in Wisconsin,  including cities, villages, towns, counties, school districts, technical colleges,  tribal, etc. | | | |
| **Announcement Information:** | | | | | | | | | | *Complete ALL information below* | | | | |
|  | | Organization: | | | | | | | Enter organization name | | | | | |
|  | | Posting Date (optional): | | | | | | | Select date to be posted on Wisc.Jobs | | | | | |
|  | | Position Title: | | | | | | | Enter position title | | | | | |
|  | | Location of vacancy: | | | | | | | Enter city | | | | County: Select county | |
|  | | Application deadline: | | | | | | | Select announcement deadline date | | | | | |
|  | | Social Media Announcement (optional): | | | | | | | Facebook, LinkedIn, Twitter | | | | | |
| **Contact Information:** | | | | | | | *Complete this section for all orders* | | | | | | | |
|  | | Name: | | | | Enter contact name | | | | | | | | |
|  | | Title: | | | | Enter contact title | | | | | | | | |
|  | | Phone Number: | | | | Enter contact phone number | | | | | | | | |
|  | | Email: | | | | Enter contact email | | | | | | | | |
| **Billing Information:** | | | | | | | *Complete this section when placing an order for the first time or if information has changed* | | | | | | | |
|  | | Name: | | | | Enter billing contact name. | | | | | | | | |
|  | | Title: | | | | Enter billing contact title | | | | | | | | |
|  | | Address: | | | | Enter billing address | | | | | | | | |
|  | | Phone Number: | | | | Enter billing contact phone number | | | | | | | | |
|  | | Email: | | | | Enter billing contact email | | | | | | | | |
| |  |  | | --- | --- | | **Wisc.Jobs Fee Schedule:** | | | **WISC.JOBS SERVICE** | **FEES** | | Wisc.Jobs Job Announcement (up to 3 months) | $140.00 | | Add-on: Additional 3 Months | $35.00 | | Add-on: Post to Wisc.Jobs Social Media Pages (1 time) | $35.00 |      |  |  | | --- | --- | |  | Wisc.Jobs Announcement Template | | *Complete this job announcement template and email to* [*wpp@wisconsin.gov*](mailto:wpp@wisconsin.gov) |   **Announcement Details:** | | | | | | | | | | | | | | | |
| Employment: | | | Full-time  Part-time  2nd Shift 3rd Shift Seasonal | | | | | | | | | | |
| Contact Details: | | | | Address and phone number | | | | | | | | | |
|  | | | | | Email and website address | | | | | | |
| Job Category: | | | | Select a category | | | | | | | | | |
| Salary & Benefits: | | | | Enter wage and benefit information | | | | | | | | | |

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| --- | --- |
| **Introduction:** *Enter information about your available position and introduce the organization or community.* | |
| Click here to enter text | |
| **Position Summary:** *Enter information about the role and responsibility of the position.* | |
| Click here to enter text | |
| **Job Details:** *Enter information about hours/shifts, travel, work conditions, probation, and background checks.* | |
| Click here to enter text | |
| **Qualifications:** *Enter information about the education, training, licensure/certifications, and/or experience required.* | |
| Click here to enter text | |
| **How to Apply:** *Enter information about how to apply for the position, including the website address and/or physical location to pick up an application and a diversity statement.* | |
| **Deadline to Apply:** | Select date |
| Click here to enter text | |