



# Senior Employment Assistance Service

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(AARP Office Use Only)

Computer ID Ref. # \_\_\_\_\_

Listed: \_\_\_\_\_ By: \_\_\_\_\_

Match List Printed? Y / N

## JOB LISTING FORM © 2004-2008

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Call phone # \_\_\_\_\_ Ext: \_\_\_\_\_ This is our: Main / Dept / Contact's phone number. (Circle one).

Secondary # \_\_\_\_\_ Ext: \_\_\_\_\_ Main / Dept / Contact's (circle one). Fax: \_\_\_\_\_

Name of person to contact: \_\_\_\_\_ Contact's Title: \_\_\_\_\_

Contact's e-mail: \_\_\_\_\_ On bus line? Yes \_\_\_ No \_\_\_

Nearest main street crossing: \_\_\_\_\_

Title of the job: \_\_\_\_\_ Job Function: \_\_\_\_\_

Please go to page 2 and circle the major category heading of the job that you desire to list and reenter it in the brackets below (e.g. D-104) with a comment if applicable. Continue completion of page 2 required sub-categories when done. If your job is not described in the categories listed please enter it under category V on page 2 and define it further under Unique Other (below), if necessary.

Major Category Heading: [ \_\_\_\_\_ ] \_\_\_\_\_

Unique Other (unlisted job): From page 2, Category V: \_\_\_\_\_

Job Requirements and/or Restrictions: Work Weekends? Yes / No. Nightshifts Required? Yes / No

Qualifications Required: \_\_\_\_\_ Habla Español? Si / No

Personal Requirements: (Such as dress, driver's license, etc.) \_\_\_\_\_

Other Job Requirements: \_\_\_\_\_

Estimated hours required: \_\_\_ days at \_\_\_\_\_ hours per day. Total \_\_\_\_\_ hours per week.

Expected start date of employment: \_\_\_\_\_ Start Time: \_\_\_\_\_ Rate: \$\_\_\_\_\_ per hour.

Benefits: \_\_\_\_\_

Application Procedure: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Job Approved by: \_\_\_\_\_ Company Title: \_\_\_\_\_

Please supply feedback regarding performance of employees hired through this service. We will e-mail or phone you within 30 days to confirm that we should keep the job on our "Open" list.

Comments: (AARP office use only) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Circle one major heading (*like D*) for the main job that you seek, plus the sub-categories for it and any others (*like D1, D4, T1, etc.*), not all your past experiences.

<b>A</b>	<b><u>Accounts/Bookkeeping</u></b>	<b>101</b>	<b>E</b>	<b><u>Engineering/Technical</u></b>	<b>105</b>	<b>K</b>	<b><u>Management &amp; HR</u></b>	<b>110</b>	<b>P</b>	<b><u>Handyman/Woman</u></b>	<b>114</b>	<b>T</b>	<b><u>Computer Skills</u></b>	<b>119</b>
A1	Accounts Payable	01	E2	CAD Drafting	02	K1	Interviewer	01	P1	Yard Work	01	T1	Routine Use	01
A2	Accounts Receivable	02	E3	Engineer	03	K2	Manager	02	P2	Housework	02	T2	Quicken	02
A3	Invoices	03	E4	Designer	04	K3	Director	03	P3	General	03	T3	Peachtree	03
A4	Payroll	04	E5	Programmer	05							T4	Quickbooks	04
A5	Balance Sheet	05	E6	Technical Writer	06	<b>L</b>	<b><u>Medical &amp; Healthcare</u></b>	<b>111</b>	<b>Q</b>	<b><u>Do Driving/Car Care</u></b>	<b>115</b>	T5	MS Excel	05
A6	Taxes	06				L1	Registered Nurse	01	Q1	Automatic only	01	T6	Lotus 123	06
			<b>F</b>	<b><u>Food and Beverage</u></b>	<b>106</b>	L2	LPN	02	Q2	Auto and Stick Shift	02	T7	WordPerfect	07
<b>B</b>	<b><u>Caregiver, Home/Clinic</u></b>	<b>102</b>	F1	Kitchen	01	L3	Nurses Aide	03	Q3	Go Beyond Tucson	03	T8	MS Word	08
B1	Children	01	F2	Serving	02	L4	Medical Technician	04	Q4	Parking Attendant	04	T9	MS Access	09
B2	Elders	02	F3	Bartender	03	L5	EMT	05	Q5	Auto Detailer	05			
B3	At their home	03	F4	Managerial	04	L6	Orderly	06				<b>U</b>	<b><u>Media/Creative Arts</u></b>	<b>120</b>
B4	Disabled persons	04							<b>R</b>	<b><u>Professional Trades</u></b>	<b>116</b>	U1	Artist	01
			<b>G</b>	<b><u>Customer Service</u></b>	<b>107</b>	<b>M</b>	<b><u>Sales &amp; Marketing</u></b>	<b>112</b>	R1	Carpenter	01	U2	Photographer	02
<b>C</b>	<b><u>Banking and Credit</u></b>	<b>103</b>	G1	In House	01	M1	Seller	01	R2	Electrician	02	U3	Journalist/Writer	03
C1	Credit	01	G2	By Phone, E-mail, etc.	02	M2	Buyer	02	R3	Plumber	03			
C2	Collections	02	G3	Telemarketing	03	M3	Retail	03	R4	Machinist	04	<b>V</b>	<b><u>Unique Category</u></b>	<b>121</b>
C3	Teller	03				M4	Wholesale	04	R5	Maintenance	05	V1	_____	
C4	Investments	04	<b>H</b>	<b><u>Academics</u></b>	<b>108</b>				R6	Mechanic.	06			<i>Enter on page 1 also.</i>
			H1	Mentoring/Tutoring	01	<b>N</b>	<b><u>Construction</u></b>	<b>113</b>				<b>S</b>	<b><u>Tourist/Travel</u></b>	<b>118</b>
<b>D</b>	<b><u>Clerical and Office</u></b>	<b>104</b>	H2	Teaching	02	N1	Landscaper	01	S1	Hotel	01	<b>W</b>	<b><u>Public Relations</u></b>	<b>122</b>
D1	Indexing and filing	01	H3	Testing/Scoring	03	N2	Laborer	02	S2	Resort	02	W1	Public Relations	01
D2	Typing	02				N3	Roofer	03	S3	Golf Club	03	W2	Public Speaking	02
D3	Receptionist	03	<b>J</b>	<b><u>Security</u></b>	<b>109</b>	N4	Cement Layer	04	S4	Concierge	04	W3	Fund Raising	03
D4	Switchboard	04	J1	Escort	01	N5	Bricklayer	05	S5	Managerial	05			
D5	Legal Secretary	05	J2	Guard	02	N6	Painter	06						
D6	Medical Secretary	06	J3	Monitor	03	N7	Drywall Installer	07						
						N8	Heavy Equip. Operator	08						
AARP Interviewer														