



AYA Job Requisition Form



Employer Information

Employer Name:

Employer Address:

Employer City:

Employer State:

Employer Zip Code:

Job Requisition Information

Date of Requisition:

Job Title:

Career Cluster Overview:

- | | |
|---|---|
| <input type="checkbox"/> Agriculture, Food & Natural Resources | <input type="checkbox"/> Architecture & Construction |
| <input type="checkbox"/> Arts/ AV Technology & Communications | <input type="checkbox"/> Business Management & Administration |
| <input type="checkbox"/> Education & Training | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Government & Public Administration | <input type="checkbox"/> Health Science |
| <input type="checkbox"/> Hospitality & Tourism | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Law, Public Safety, Corrections & Security |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Science, Technology, Engineering & Mathematics | <input type="checkbox"/> Transportation, Distribution & Logistics |

Basic Responsibilities:

Ideal Candidate Profile/Qualifications & Requirements:

Start Date:

Hourly Wage:

Hours/Schedule:



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Contact Information

Mentor Name:

Mentor Email:

Mentor Phone:

Preferred Method of Communication: Email Phone Text Mail

Application Process

- Employer Application Needed
- Resume Needed
- Cover Letter Needed

Submitting Candidates

Process of Submitting Apprentices:

Office Use Only

Action Items:

- Entered Job in Database
- Emailed YA Team of New Opportunity
- Initial Email to Pending Students Matching Opportunity
- Status Update to Employer Determined

Accountable Coordinator: