

Mayor's Office of Economic and Workforce Development
Workforce Development Division
 Rhonda Simmons, Director



CITYBUILD Job Request Form

Please complete the job order form and FAX to CityBuild 415-581-2317.

Call one of the following CityBuild staff to notify of your fax.

<i>Employment Liaison</i>	Judy Sorro	Office: 415.581.2305	Cell: 415.305.7142
<i>Compliance Officer</i>	Ken Nim	Office: 415.581.2303	Cell: 415.203.2783
<i>Employment Liaison</i>	Alex Francois	Office: 415.581.2309	
<i>Compliance Officer</i>	Steven Currie	Office: 415.581.2307	

Project: _____

(For CityBuild use only) Job Order Number _____

ATTENTION: Contractor MUST submit this form for any OPEN positions. This will enable your company to meet contractual CityBuild and First Source Hiring regulations. Please provide CityBuild with a minimum of 48 hours to fill the position(s). Upon receipt of the completed job order, CityBuild staff will contact you to confirm your request and name the selected referral. **The contractor shall offer CityBuild the first opportunity to refer qualified candidates to fill such positions.**

Section A. Employer Information

Employer: _____

Address: _____

City _____

Location of Worksite _____

Contact Person #1: _____ Alt Contact: _____

Office _____ Cell _____ Fax _____

Section B. Trade Information

Trade _____		Journey	Apprentice
		<input type="checkbox"/>	<input type="checkbox"/>
Number of Openings _____		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Start Date: _____	Start Time _____	Union <input type="checkbox"/>	Local #: _____

Business Agent Name *Phone*

Contractor Representative Signature *Title* *Date*
Brief description of your scope of work

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