

Number

**JOB ORDER**  
**Simi Valley Adult School**  
**1880 Blackstock Avenue**  
**Simi Valley, CA 93065**  
**FAX: (805) 522-8902 Telephone: (805) 579-6200**

Date Received: \_\_\_\_\_ JOB LOCATION (CITY) \_\_\_\_\_

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

JOB OPENING TITLE \_\_\_\_\_

Hours \_\_\_\_\_

Salary \_\_\_\_\_

Date Needed \_\_\_\_\_

Primary Responsibilities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills Required/Preferred \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_