# Job Posting

[Optional Introductory Statement]

## Position Title

[Title]

## About The Company

[Summary of your company’s history, values, products or services, etc.]

## Position Summary

[Why is this position important to the company? How would you describe the position to someone face-to-face?]

## Minimum Requirements

[Responsibilities, tasks, required skills, certifications, experience etc.]

## Benefits & Wages

[If applicable, list any benefits, especially unique and tangible ones that may provide interest to candidates.]

## FLSA & Employment Status

[Exempt or Non-Exempt, Full-Time or Part-Time, Shift (if applicable)]

## How to Apply

[Outline clear instructions for candidates on how to apply, what to include, and where to find answers to their questions. Include link to your website or contact information here if applicable.]

The Company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

[**NOTE—if not also using the full employment application, include the following statement in your posting:** All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.]

