



**MIAMI-DADE COUNTY
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT**

Job Clearinghouse (JCH)

NOTICE OF CONSTRUCTION CLEARINGHOUSE JOB OPPORTUNITY

Governed by Miami-Dade County Code section 2-1701 and R-1395-05

To be completed by Employer/Contractor. Please print clearly or type

EMPLOYER/CONTRACTOR INFORMATION	
Business Name:	Contract/Project Number
Address (Street Name and Number)	Federal ID#
City	State
	Zip Code
Telephone Number	Fax Number
Contact Person	Email Address
JOB LISTING INFORMATION	
Job Title	Application Deadline
Job Site Location	Number of Openings
Describe Job Duties:	Hourly Rate
Specialized Training:	
Experience Required (Months/Years):	
Specialized machinery or equipment:	
Job Duration: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary/If Temporary, how long? ____ Fringe Benefits? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Education Required: <input type="checkbox"/> None <input type="checkbox"/> H.S Diploma/GED <input type="checkbox"/> AA Degree <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree	
Certifications/License Required: <input type="checkbox"/> None <input type="checkbox"/> Yes If Yes, please list _____	
Driver's license required: <input type="checkbox"/> None <input type="checkbox"/> Operator/Class E <input type="checkbox"/> Commercial/Class ____ <input type="checkbox"/> Chauffeur/Class D	
Language(s) required: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Creole <input type="checkbox"/> Other	
APPLICANTS SHOULD CONTACT EMPLOYER BY:	
<input type="checkbox"/> Call for Appointment <input type="checkbox"/> Phone Interview <input type="checkbox"/> Send Resume via: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email	
<input type="checkbox"/> Apply In Person Day of the Week: _____ Time: _____ Application Deadline: _____	

Employer/Contractor must submit this form for all job openings.

Attention: Job Clearinghouse
Miami-Dade County Department of Small Business Development
Project Review and Analysis Division
111 NW 1st Street, 19th floor
Miami, Florida 33128
Telephone: (305) 375-3111 Fax (305) 375-3160