



# EMPLOYER SERVICES

CareerSource Gulf Coast can assist your business in locating qualified candidates for virtually any industry, all at no cost to you. Let us help you tap into a pool of local talent and assist you in finding the right person for the job. With more than 1,300 validated assessment tools on hand, we can screen candidates' skills and behavioral attributes to refer the best candidates. All jobs are posted on [employflorida.com](http://employflorida.com), a powerful outreach tool.

From hosting customized job fairs to providing you with office space for hiring/training needs, CareerSource Gulf Coast is your one-stop answer.

## FREE SERVICES INCLUDE:

- ▶ Job posting/advertising
- ▶ Labor market information
- ▶ Mass recruitment/hiring events
- ▶ Screening and assessment
- ▶ Available office space
- ▶ Candidate searches

## CONNECT WITH US TODAY!

### BAY COUNTY

625 Highway 231  
Panama City, FL 32405  
P: 850.872.4340  
F: 850.872.4346

### GULF COUNTY

307 Peters Street  
Port St. Joe, FL 32456  
P: 850.229.1641  
F: 850.229.1642

### FRANKLIN COUNTY

192 14<sup>th</sup> Street  
Apalachicola, FL 32320  
P: 850.653.4981

WEB: [careersourcegc.com](http://careersourcegc.com) | EMAIL: [customerservice@careersourcegc.com](mailto:customerservice@careersourcegc.com) | [f](#) [t](#) [in](#)



## Solutions That Work For You

CareerSource Gulf Coast is an equal opportunity employer/program operated in partnership with Gulf Coast State College and the CareerSource Gulf Coast Board. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.



A proud partner of  
**AmericanJobCenter**  
network



625 Highway 231 | Panama City, FL 32405

Phone: 850.872.4340 | Fax 850.872.4346

careersourcegc.com

## JOB ORDER FORM

Are you a staffing agency? ☐ Yes ☐ No

Are you a Federal Contractor or Sub Contractor? Yes No

Employer's name \_\_\_\_\_

Employer's address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

**FEID/FEIN # (Required)** \_\_\_\_\_

Telephone Number \_\_\_\_\_

Contact Person & Job Title \_\_\_\_\_

Fax Number \_\_\_\_\_

Email address \_\_\_\_\_

Company Website \_\_\_\_\_

### JOB ORDER INFORMATION

Job title: \_\_\_\_\_

Number of openings: \_\_\_\_\_ City where work will be performed \_\_\_\_\_

Position is Permanent ☐ Temporary ☐ Days and Hours: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Salary Minimum \$ \_\_\_\_\_ Maximum \$ \_\_\_\_\_ per \_\_\_\_\_

Education required: \_\_\_\_\_ Experience (In months) required \_\_\_\_\_

No experience required, Employer will provide training: ☐ Yes ☐ No

Job knowledge, skills, and abilities required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job duties and equipment utilized:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employer Offers Benefits:** ☐ Health Insurance ☐ Dental Insurance ☐ Life Insurance ☐ Paid vacation  
☐ Paid Holiday's ☐ Paid Sick Leave ☐ Retirement Plan

Licenses, Certifications, Permits required; DL/Certificates \_\_\_\_\_

May License, Certifications, Permits be obtained later? ☐ Yes ☐ No

**Employer Will Conduct:** ☐ Background Check ☐ Drug Screen ☐ Motor Vehicle ☐ Other \_\_\_\_\_

**How to Apply:** ☐ Call for appointment ☐ Apply Direct ☐ Fax ☐ Email

☐ Apply on Company Website ☐ Complete company/generic application at CareerSource Gulf Coast

**Please Notice:** It is the responsibility of the employer to verify if the job seeker has met minimal education, training, and/or experience requirements as expressed in the job order and to conduct any background check, screening, or criminal records check necessary prior to employment of the individual. By submitting this job order form, you are giving permission to CareerSource Gulf Coast to post the position in Employ Florida.

Place job orders with CareerSource Gulf Coast online at [www.employflorida.com](http://www.employflorida.com)



A Service Of:

CareerSource Gulf Coast is an equal opportunity employer. All employer and client services are free of charge.



# Workforce Services

## Work Opportunity Tax Credit Program

January 2020



The Department of Economic Opportunity (DEO) offers private sector businesses the opportunity to earn federal tax credits for hiring job seekers that fall within one of the following target groups:

- Qualified Short-Term Temporary Assistance for Needy Families (TANF) Recipients
- Qualified Veterans (SNAP Recipients, Disabled, Unemployed)
- Qualified Ex-felons
- Qualified Designated Community Residents (residing in an Empowerment Zone) – *expired 1/1/18*
- Qualified Vocational Rehabilitation Referred Individuals
- Qualified Summer Youth Employees (residing in an Empowerment Zone) – *expired 1/1/17*
- Qualified Supplemental Nutrition Assistance Program (SNAP) Recipients
- Qualified Supplemental Security Income Recipients
- Qualified Long-Term TANF Recipients
- Qualified Long-Term Unemployment Recipients

### Tax credit information for businesses:

- The business can reduce their tax liability up to \$9,600 over two years, depending on the qualified employee.
- The Work Opportunity Tax Credit Certification Request must be postmarked no later than 28 days following the employee's start date.
- There is no limit to the number of qualified employees for which a business can take the credit.
- Forms and more specific program information can be accessed online at:  
<http://www.floridajobs.org/wotc>.



Ron DeSantis, Governor  
Ken Lawson, Executive Director

For additional information call: 1-866-352-2345

# What is Short-Time Compensation?



## WHAT YOU NEED TO KNOW IF YOU ARE AN EMPLOYER

### As an employer, what are the requirements for enrolling in Short-Time Compensation?

- Employers must complete and submit a STC Plan application to DEO.
- At least 10% of your employees in your total staff must work reduced hours.
- Employers must certify that they will reduce the employees normal number of weekly work hours by 10%, but no more than 40%.

### What is required to be included in the Short-Time Compensation Plan?

- The employees in the affected units must be identified by name and social security number.
- The normal weekly hours of work for employees in the affected unit are reduced by at least 10%, but no more than 40%.
- The plan applies to at least 10% of the employees in the affected unit.
- The plan describes the way the requirements of section 443.1116(2), Florida Statutes, will be implemented, including a plan for giving notice, if feasible, to an employee whose workweek is to be reduced, together with an estimate of the number of layoffs that would have occurred absent the ability to participate in STC.
- Additional requirements can be found by visiting [FloridaJobs.org](http://FloridaJobs.org) or referencing section 443.1116, Florida Statutes.

How do I submit a Short-Time Compensation Plan? Login to CONNECT with your Employer account information.

How do I log in to CONNECT? Employers should have an existing USER ID and Password. If an employer is having difficulty logging in, please call the Employer Contact Line, 1-877-846-8770 or visit [FloridaJobs.org](http://FloridaJobs.org) and click "Reemployment Assistance" followed by "Employers" to learn more.

### Why should I enroll in the Short-Time Compensation Program?

- Employers avoid the expense of recruiting, hiring and training new workers when business conditions improve.
- Employees are spared the hardships of full unemployment, and employers retain employees who can resume high production levels when business conditions improve.
- Affected employees may continue to work at reduced levels with an opportunity to find other employment before the expected layoff.

## WHAT YOU NEED TO KNOW IF YOU ARE AN EMPLOYEE

If your employer establishes a Short-Time Compensation Plan and you meet the qualifications to file a Reemployment Assistance (RA) claim in the state of Florida, you will receive a partial reemployment check to supplement your reduced paycheck.

### Am I eligible for Short-Time Compensation?

- Only full-time permanent (not part-time or seasonal) employees with a set number of hours worked each week may participate in the STC program.
- Employees must work at least 60%, but no more than 90% of their normal work hours, to qualify for STC benefits.
- Employees must meet the eligibility requirements for RA benefits.



# Federal Bonding Program

## What is Federal Bonding?

Federal Bonding assists high risk job seekers in securing employment by providing employers with a **FREE** fidelity bond. This bond is an insurance policy to protect a business against losses that occur as a result of fraudulent acts by dishonest employees.

Although the program is primarily for high risk job seekers, a Federal Bond is available **FREE** of charge to **ALL job seekers** of legal working age in order **to get a job or keep a job.**

## Easy, no-hassle process for both employers and job seekers.

The bond is issued upon request and in conjunction with a *Job Offer* and a *Start Date*.

### Background Types Considered High Risk

- Poor credit history
- Criminal background
- Lack of work history
- Substance abuse background
- Dishonorable discharge from military

The Bond is good for 6 months and can be renewed. Fidelity Bonds are issued in increments of \$5,000 per employee.

**Note:** After 6 months, the employer can either renew the bond with the current company or switch the employee over to the company's own insurance.

### Steps to Becoming Bonded

- Obtain a job offer from an employer (the bonding process begins after a job offer has been made to you)
- Go to the career center to present the job offer letter, containing start date.
- Career center staff will begin the online bonding process by completing the bonding forms with the job seeker present.
- Bonding Request form is submitted.
- DEO will process the bonding form and submit it to the bonding insurance company.
- The employer will receive the bonding confirmation from the bonding insurance company within 3 weeks.

## NEED MORE INFORMATION?

Please contact CareerSource Gulf Coast at (850) 872-4340 or go to [www.floridajobs.org](http://www.floridajobs.org)



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