

# CANNABIS

EQUITY EMPLOYMENT REGISTRY

CITY OF  
LONGBEACH

## EMPLOYER JOB ORDER FORM

Date: \_\_\_\_\_

City of Long Beach Business License Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Title: \_\_\_\_\_ Number of Positions: \_\_\_\_\_

Position Details: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Hours: \_\_\_\_\_ Hours Vary: \_\_\_\_\_

Starting Wage (or Range): \_\_\_\_\_ Driver's License Required: Yes \_\_\_\_\_ No \_\_\_\_\_

Benefits: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, what benefits: \_\_\_\_\_

Job Duties:

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Minimum Requirements: \_\_\_\_\_

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Special Notes: \_\_\_\_\_

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Preferred Method(s) of Recruitment for Equity Employee Candidates:

\_\_\_\_\_ City of Long Beach e-blast to Equity Employee Candidates (candidates may then apply directly).

\_\_\_\_\_ City of Long Beach pre-screens and forwards qualified resumes.

\_\_\_\_\_ Request a targeted recruitment event, specifically for your business.

\_\_\_\_\_ Request notifications of upcoming Job Fairs hosted by the City of Long Beach.

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**PLEASE SUBMIT COMPLETED JOB ORDER FORM WITH A COPY OF YOUR  
CITY OF LONG BEACH BUSINESS LICENSE TO: [CannabisJobs@longbeach.gov](mailto:CannabisJobs@longbeach.gov)**