

(Form-6)  
**SECTION 3 JOB ORDER FORM**



The following job order shall be completed by vendors to request assistance in recruiting Section 3 Residents when opportunities arise. The form should be submitted to the Section 3 Compliance Administrator ([section3@hacla.org](mailto:section3@hacla.org)) as soon as the contractor is aware of the hiring need. HACLA will use the form to identify and recruit candidates to fill the position. A separate job order must be completed for each position title.

**This job order is not a substitute for recruitment efforts by the contractor/subcontractor.**

*If you are the subcontractor, you must complete both the contractor and subcontractor information below.*

**Contractor Information**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_  
Contract #: \_\_\_\_\_ RFP/IFB #: \_\_\_\_\_

**Subcontractor Information**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
\_\_\_\_\_ E-mail: \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Job Location:** \_\_\_\_\_

**Anticipated Position Start Date:** \_\_\_\_\_

**Anticipated Position End Date:** \_\_\_\_\_

**No. of Openings:** \_\_\_\_\_

**Job Description**

