



CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT

FIRST SOURCE FOR PROFESSIONAL SERVICES
JOB NOTICE FORM

INSTRUCTIONS: To meet the requirements of the First Source Hiring Program (San Francisco Administrative Code Chapter 83), the Contractor shall notify CityBuild, the First Source Hiring Administrator, of all new hiring opportunities with at least 7 business days prior to the start date.

1. Fill out form & email to AJ Thomas, aj.thomas@sfgov.org, and Holly Moala, holly.moala@sfgov.org
2. Contact Holly Moala at (415) 701-4872 to confirm receipt of email

Section A. Job Notice Information

Position Title _____

Job Site Location _____ Job Hours (Daily or Weekly) _____

Start Date _____ Job Duration _____ Full Time Part Time

Hourly/Salary Wage _____ Includes Benefits Yes No

Brief description of duties:

Education and/or Job Requirements:

Section B. Consultant Information

Project Contract Number: _____

Project Name and Number: _____

Jobsite Location: _____

Consultant: _____ Prime Sub

Contact Name: _____ Title: _____

Office Phone: _____ Cell Phone: _____ Email: _____

Alt. Contact: _____ Phone #: _____

Contact Signature _____ Date _____

OEWD USE ONLY Able to Fill Yes No