



New York State Department of Labor
FAST FAX JOB ORDER
SERVING COLUMBIA AND GREENE COUNTIES
TELEPHONE: (518) 828-4654 FAX: (518) 828-8474

www.labor.state.ny.us

PUT THE NEW YORK STATE DEPARTMENT OF LABOR TO WORK FOR YOU!

UNEMPLOYMENT INSURANCE EMPLOYER

Company _____ REGISTRATION NO. -

Work Site Address _____ City _____ State _____ Zip _____

Mailing Address _____

Telephone No. (____) _____ EXT. _____ Fax No. (____) _____

Person to Contact _____ Nature of Your Business _____

Title of Job Opening _____ Position Start Date _____

Number of Job Openings _____ Number of Persons You Wish to Interview _____

Referral Instructions: Mail Resume _____ Fax Resume _____ Apply in Person _____ Call for Appt. _____

Email Resume _____ (provide email address) _____

You can choose to have your order broadcast. Your employer name, contact information and referral instructions will be displayed directly to the applicants. DOL will not screen applicants or be able to limit the number of referrals to your order. The advantage is the possibility of a larger response to your order. Would you like the order broadcast? Yes _____ No _____

JOB DESCRIPTION

Describe the duties, skills, equipment used or operated, special physical demands, or special working conditions. If available, attach a detailed job description.

JOB REQUIREMENTS

Education Required: None _____ HS Diploma / GED _____ AAS _____ BA/BS _____ Masters _____ Ph.D. _____

Other? (Type of Degree, License, Certification): _____ Minimum Years Experience _____

Job is: Regular _____ Short Term _____ (Duration: from _____ to _____) Full-time _____ Part-time _____

Work Hours: From: _____ To: _____ Circle Normal Work days: **S M T W T F S**

Salary Range: From \$ _____ To \$ _____ Per _____ (Entry of a minimum salary is required)

OTHER REQUIREMENTS AND BENEFITS

Driver's License? Yes _____ No _____ If yes – License Class – Regular Operator _____
 CDL A _____ B _____ C _____ Endorsement(s) _____

Own Tools? Yes _____ No _____

Pre-Employment Test? Yes _____ No _____ Must Join Union? Yes _____ No _____

Reference Check? Yes _____ No _____ Health Insurance? Yes _____ No _____ Dental Insurance? Yes _____ No _____

*Physical Exam? Yes _____ No _____ Travel? Yes _____ No _____ Vacation time? Yes _____ No _____

*Drug Screening? Yes _____ No _____ Overtime Required? Yes _____ No _____ Sick time? Yes _____ No _____

Bondable? Yes _____ No _____ Overtime Available? Yes _____ No _____ Holidays? Yes _____ No _____

*Required only after job hire and if relevant to job opening.

ALL HIRING REQUIREMENTS MUST BE BONA FIDE OCCUPATIONAL QUALIFICATIONS