



NYS Department of Labor/Workforce New York - *Job Order Form*

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The information you provide on this form will help us understand your hiring needs and will assist us in locating the most suitable candidates for you. Please fill out **one** Job Order Form for **each** job title and email, fax or call the office listed above to place your order. To enter text on the form, click in the first gray field below and begin typing. Then tab or click to the next field to continue.

EMPLOYER INFORMATION

Today's Date:		Federal ID	State ID			
Business Name:						
Address:			Would you like candidates to apply directly, even if they have not been pre-screened by the NYS Department of Labor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
City	State:	Zip:				
Contact Person / Title:	Telephone #:		Fax #:			
URL Address	E-mail:					
Referral Method: (Select all that apply)	<input type="checkbox"/> E-mail	<input type="checkbox"/> URL	<input type="checkbox"/> Fax	<input type="checkbox"/> Telephone	<input type="checkbox"/> Mail	<input type="checkbox"/> In Person
Type of Business:						

JOB INFORMATION

Job Title:							Job Location & Zip Code:	
How Many Openings?	Duration: <input type="checkbox"/> temporary <input type="checkbox"/> regular <input type="checkbox"/> seasonal					<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	Hours per week:
Work days per week? (Check all that apply)	<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thur	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun	
What Shift(s)?	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Varies <input type="checkbox"/> Other Explain:							
Education required?	<input type="checkbox"/> Less than HS	<input type="checkbox"/> GED	<input type="checkbox"/> High School	<input type="checkbox"/> Vocational Degree	<input type="checkbox"/> Some College	<input type="checkbox"/> Associate Degree	<input type="checkbox"/> Bachelor Degree	<input type="checkbox"/> Master Degree
	<input type="checkbox"/> Doctoral Degree/Ph.D.			Licenses/Certificates/Degrees				
Is Experience required?	Years:	Months:	Acceptable related experience:				Would you accept a trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Pay Range:	Min. Pay \$ To Max. Pay \$				<input type="checkbox"/> Starting pay is negotiable depending on experience. <input type="checkbox"/> Minimum pay to start; maximum eventually.			
Driver's License (Required for Job Duties)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Class: Regular (D) <input type="checkbox"/> or CDL A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> E <input type="checkbox"/>			Public transportation available: <input type="checkbox"/> Yes <input type="checkbox"/> No		Union Affiliation: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Benefits Available: (Check all that apply)	<input type="checkbox"/> Health Insurance		<input type="checkbox"/> Holiday		Other hiring requirements: (check all that apply)		<input type="checkbox"/> Drug Screening	
	<input type="checkbox"/> Dental Insurance		<input type="checkbox"/> Retirement/401k				<input type="checkbox"/> Medical Exam	
	<input type="checkbox"/> Vacation		<input type="checkbox"/> Clothing Allowance				<input type="checkbox"/> Reference Check	
	<input type="checkbox"/> Sick Leave		<input type="checkbox"/> Child Care				<input type="checkbox"/> Own Car	
Job Description: (Required) <i>A brief, but detailed description, will result in better qualified referrals. (Attach company job description if available)</i>								