****  *One Stop Career Center Job Order Form***

  **Fax: 278-8587**

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The information you provide will assist us in locating the most qualified candidates for your needs. Please fill out **one** Job Order Form for **each** job title. To enter text on the form, click in the first **gray field** below and begin typing. **When you get to the outlined Check Mark squares, you can double click on square to “check” the box.**

**COMPANY INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Today’s Date:** |  | **Federal ID**  |  | **(office use) Employer ID**  |
| **Business Name:** |  |
| **Address:** |  | Would you like candidates to apply directly, without contacting the NYS Dept of Labor? [x]  Yes-Unsuppressed = Co.name on internet [ ]  No-Suppressed = Candidate contact DOL |
| **City** |  | **State:** NY | **Zip:**  |
| **Contact Person / Title:** |  | **Telephone #:**  | **Fax #:**       |
| **URL Address** |  | **Email:**  |
| **Methods to Apply:** (Select all preferences) | [ ]  **Email** | **[ ]  On-Line** | **[ ]  Fax** | **[ ]  Telephone** | **[ ]  Mail** | **[ ]  In Person** |
| **Type of Business:** |       |

**JOB INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** |       | **Job Location & Zip Code:** |       |
| **How Many Openings?** |       | Duration**:** [ ]  temporary [ ]  regular [ ]  seasonal | [ ]  Full time [ ]  Part time | **Hours per week:**      |
| **Work days per week?** ***(Check all that apply)*** | [ ]  | Mon | [ ]  | Tues | [ ]  | Wed | [ ]  | Thur | [ ]  | Fri | [ ]   | Sat  | [ ]  | Sun |  |
| **What Shift(s)?** | [ ] First | [ ] Second | [ ] Third | [ ] Varies | [ ] Other | Explain:       |
| **Level of Education required?** | [ ]  Less than HS  | [ ]  GED | [ ]  High School  | [ ]  Vocational Degree | [ ]  Some College | [ ]  Associate Degree | [ ]  Bachelor Degree | [ ]  Master Degree |
|  | [ ]  Doctoral Degree/Ph.D.  | Licenses/Certificates/Degrees       |
| **How many years Experience is required?**  | Years:       Months:       | Acceptable related experience:       | Would you accept a trainee:  [ ]  Yes [ ]  No |
| **Pay Range:** | Min. Pay $       | To Max. Pay | $       | [ ] Starting pay is negotiable depending on experience.[ ] Minimum pay to start; maximum eventually. |
| **Driver’s License** ***(If required for job duties)*** | [ ]  Yes [ ]  No | **Class**: Regular (D) [ ]  OR CDL A [ ]  B [ ]  C [ ]  E [ ]  |  **Own Car** required for job: [ ]  Yes [ ]  No | On Bus Route [ ] Yes [ ]  No  | Union Affiliation**:** [ ]  Yes [ ]  No |
| **Benefits Available:****(*Check all that apply*)** | [ ]  Health Insurance | [ ]  Holiday | **Other pre-hire steps or requirements: (check all that apply)** [ ]  Own Tools  | [ ]  Drug Screening |
|  | [ ]  Dental Insurance | [ ]  Retirement/401k |  | [ ]  Medical Exam |
|  | [ ]  Vacation/PTO | [ ]  Clothing Allowance |  | [ ]  Reference Check |
|  | [ ]  Sick Time/PTO | [ ]  Child Care |  | [ ]  Criminal Background Check |
| **Job Description:*****(Required)******Your brief but detailed description will result in better qualified referrals!*****(Attach company job description if available)** |       |