



# New York State Department of Labor Job Order

**Employer:** Please complete one Job Order for each job title and fax/mail to us. It is only necessary to notify one office of your opening. By using this form to post your openings you will reach all Department of Labor offices.

Company \_\_\_\_\_ Unemployment Insurance Employer  
 Registration No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # ( \_\_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax #( \_\_\_\_\_ ) \_\_\_\_\_

What goods or services does your Company produce? \_\_\_\_\_

Person to contact for interview \_\_\_\_\_ Title \_\_\_\_\_

E-mail address \_\_\_\_\_ Worksite, if different from company address \_\_\_\_\_

Travel Directions (Include public transportation, if available): \_\_\_\_\_

Does your Company have a Federal Contract requiring job openings to be listed with the Department of Labor (FCIL)? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your Company wish to receive more information on tax incentives for hiring from targeted groups? Yes \_\_\_\_\_ No \_\_\_\_\_

Title Of Job Opening \_\_\_\_\_ Number Of Job Openings \_\_\_\_\_

Referral Instructions: Fax/Send Resume \_\_\_\_\_ Send Direct \_\_\_\_\_ Call Before Sending \_\_\_\_\_

Number of Persons You Wish to Interview \_\_\_\_\_ Number of Resumes You Wish to Review \_\_\_\_\_

### Job Requirements

Years of Education Needed \_\_\_\_\_ Specialized Education? (Type of Degree) \_\_\_\_\_

Years of Experience Required \_\_\_\_\_ Will you accept a trainee? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you accept related experience? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, specify: \_\_\_\_\_

Job is: Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Regular \_\_\_\_\_ Temporary \_\_\_\_\_ (From \_\_\_\_\_ to \_\_\_\_\_)

Work Hours: From: \_\_\_\_\_ To \_\_\_\_\_ Total hours per week \_\_\_\_\_ Overtime: Yes \_\_\_ No \_\_\_ Circle Work Days: S M T W T F

Salary Range: From \$ \_\_\_\_\_ To \$ \_\_\_\_\_ Per \_\_\_\_\_ Pay Period: \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Weekly \_\_\_\_\_

Salary Negotiable? Yes \_\_\_\_\_ No \_\_\_\_\_ Monthly \_\_\_\_\_ Bi-Monthly \_\_\_\_\_

### Other Hiring Requirements/Benefits

Driver's License	Yes _____ No _____	Class _____	Health Insurance	Yes _____ No _____
Own Tools	Yes _____ No _____		Life Insurance	Yes _____ No _____
*Physical Exam	Yes _____ No _____		Dental Insurance	Yes _____ No _____
Drug Screening	Yes _____ No _____		Paid Vacation	Yes _____ No _____
Employment/Security Test	Yes _____ No _____	Name _____	Paid Sick Leave	Yes _____ No _____
Other Tests	Yes _____ No _____		Retirement Plan	Yes _____ No _____
Must Join Union	Yes _____ No _____		Other _____	
Bondable	Yes _____ No _____			

### Job Description

Please describe your job opening. List your special knowledge, skills, aptitudes, abilities required; equipment used or operated; special physical demands or working conditions. If available, provide a detailed job description. Include the worksite location, if different from the company address. Attach additional sheets if necessary.

Job Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Required only after job offer and if relevant to job opening.  
All hiring requirements must be bonafide occupational qualifications

**NEW YORK STATE DEPARTMENT OF LABOR**  
**Division of Employment Services**

The information you provide on the other side of this form will help us to understand your hiring needs, and to locate and select suitable candidates. Please review the information below, and use it as a guide when completing the Job Order form. Then mail or fax the form to the office nearest you, or use the form as a guide if you prefer to telephone us with your job order.

**Unemployment Insurance Employer Registration Number:** Please provide this number when faxing or calling in a job order. This verifies that you are authorized to operate within New York State. If you are a new employer and have just applied for this number, please advise us; we will use your Federal Tax I.D. number on an interim basis.

**Referral Instructions:** On job listings made available for job seekers' review, the Department of Labor withholds the employer's name, address, and contact information. This allows our staff to screen individuals' qualifications before referring them to you, and to send only the number of candidates or resumes you have requested.

**Referral Results:** It is critical for us to get feedback concerning the quantity and quality of the referrals that we make to your company. This will help us in our constant goal of improving our service to you and to the business community. For this reason, if we do not hear from you about referral results, Department of Labor staff may contact you for this information.

**National Exposure:** America's Job Exchange (AJE) is a nationwide network of job banks from other states that includes an Internet site. Your job openings will reach a nationwide audience of job seekers.  
([www.americasjobexchange.com](http://www.americasjobexchange.com))

**Veterans Preference:** The Department of Labor makes every effort to find the most suitable candidates for your job opening(s). Our job seeker file contains military veterans skilled in many occupations and job duties. Department of Labor policy is to refer qualified veterans to job openings before qualified non-veterans.

**Benefits:** To attract the best applicants, it is important for you to let potential employees know the benefits that you offer with your job. To some individuals, the benefits you provide may be more important than salary.

## **Technology**

The New York State Department of Labor helps employers fill thousands of job openings with qualified workers each year. Like any other service agency, we are always looking for ways to make our operation more efficient and responsive to the people we serve. As part of this continuing effort, we have introduced some enhancements for matching candidates to job openings, using computer technology:

- **Computer Matching** - A computerized pre-screening and notification system that alerts potential candidates of your job opening, matching your job requirements with an applicant's special skills and abilities.
  
- **Internet** - Job openings listed with the Department of Labor can be viewed on our Internet Home Page. This web site includes a direct link to America's Job Exchange, as well as a variety of resource information for both employers and job seekers. Visit our web site at <http://www.labor.state.ny.us> to access economic and demographic data, including wages, occupational projections and other labor Market information relevant for business customers.