

NYC  
Email: nyc.jobbank@labor.ny.gov  
Fax: 718-613-3952  
Phone: 718-780-9499

**WE ARE YOUR DOL**



Department  
of Labor

All Other Locations  
Email: nysjobbank@labor.ny.gov  
Fax: 518-485-1333  
Phone: 1-888-4-NYSDOL

Division of Employment and Workforce Solutions

## Job Order Form

**Business:** Please complete **one** Job Order Form for each job title and return it 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.

Date: \_\_\_\_\_ FEIN: \_\_\_\_\_ Unemployment Insurance Registration #: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Company Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Email: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Public Transportation:  Yes  No

Does your company have a Federal Contract requiring job openings to be listed with the Department of Labor (FCJL)?  Yes  No

Does your company wish to receive information on tax incentives for hiring from targeted groups?  Yes  No

Title of Job Opening: \_\_\_\_\_ Number of Job Openings: \_\_\_\_\_

### Referral Instructions:

Mail  Fax  Email  Call for Appointment  Apply in Person  Apply Online

### Job Description

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

### Job descriptions:

## Additional Job Description Details

### Job Requirements

Pre-Employment Test Required:  Yes  No If Yes, Name Test: \_\_\_\_\_

Education Required:  None  HS Diploma/GED  AAS  BA/BS  Masters  PhD

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: \_\_\_\_\_

Check Work Days:  S  M  T  W  TH  F  S

Overtime:  Yes  No Salary Range: From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_ Per: \_\_\_\_\_

Salary Negotiable?  Yes  No Pay Period:  Weekly  Bi-Weekly  Monthly  Bi-Monthly

### Other Hiring Requirements/Benefits

Driver License:  Yes  No Class: \_\_\_\_\_ Health Insurance:  Yes  No

Own Tools:  Yes  No Dental Insurance:  Yes  No

\*Physical Exam:  Yes  No Paid Vacation:  Yes  No

\*Drug Pre-Screening Test:  Yes  No Paid Sick Leave:  Yes  No

Employment/Security Test:  Yes  No Name: \_\_\_\_\_ Paid Holidays:  Yes  No

Other Tests:  Yes  No Retirement Plan:  Yes  No

Must Join Union:  Yes  No Other: \_\_\_\_\_

Bondable:  Yes  No \_\_\_\_\_

\*Required only after job hire and if relevant to job opening. **All hiring requirements must be bona fide occupational qualifications.**

**The information you provide on the other side of this form will help us to understand your hiring needs. Please review the information below, and use it as a guide when completing the Job Order form. Then return the form to us, 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 as it verifies that you are authorized to operate within New York State. If you are a new business 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 will provide the business name, address, and contact information unless you tell us not to. This will allow businesses the opportunity to receive direct inquiries from qualified job seekers and will additionally increase the volume of job seeker responses to posted openings.

**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:** Your job will be posted on the National Labor Exchange (**us.jobs**) which serves as a network for other state public job banks. Your job openings will reach a nationwide audience of job seekers.

**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 businesses 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 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 our State Job Bank ([ny.jobs](http://ny.jobs)) as well as a variety of resource information for both businesses and job seekers. Visit our web site at [www.labor.ny.gov](http://www.labor.ny.gov).**

## **Disclaimer**

In conducting placement activities, the New York State Department of Labor, acts as a portal for prospective employees and businesses. The department does not represent or guarantee the truthfulness, accuracy, or reliability of information supplied by prospective employees or businesses, nor does it engage in any form of screening or independent investigation of prospective employees and businesses other than matching a prospective employee's self-stated qualifications to those prescribed by a business. The department is not responsible for any employment decisions made by prospective employees or businesses, for whatever reason made. New York State Law may limit the types of disclosures that the department can make to a business regarding a prospective employee. Businesses should not forgo any form of screening otherwise prudent to ensure a prospective employee's qualifications and background meets the needs of the workplace.