New York State Department of Labor
Job Order Form
New York City Regional Office
10 Metro Tech Center / 625 Fulton Street, 4th Floor
Brooklyn, New York 11201
Telephone: (718) 780-9499 Fax: (718) 780-9458 E-mail: nyc.jobbank@labor.ny.gov
www.labor.ny.gov

Business: Please complete <u>one</u> Job Order Form for each job title and email, fax, or mail it back 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. If you prefer to place your job order by telephone, you may use this form as a guide.

Date: _____   Unemployment Insurance Employer Registration No. ☐☐ - ☐☐☐☐☐

Company _____

Address _____ City_____ State_____ Zip_ _ _ _ - _ _ _ _

Telephone # (   )_____ Ext._____ Fax # (   )_____

E-Mail Address _____ Type of Business_____

Contact Person _____ Title_____

Travel Directions: _____ No. of Employees in Firm _____

Does your firm have a Federal Contract requiring jobs to be listed with the Department of Labor?   FCJL _____Other _____

Do you wish to receive information on tax incentives for hiring?   Yes_ No_

Title of Job Opening _____ No. of Job Openings: _____ No. to Interview: _____

Resume by: Mail ☐   Fax ☐   E-mail ☐   Send Direct ☐   Call For Appointment ☐   List on Internet ☐

Job Description

Please describe your job opening in detail. List 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. Use additional sheets if necessary or attach your job description.

Job descriptions, including tasks: _____
_____
_____
_____
_____

Job Requirements

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

Years experience ___   Related experience OK?   Yes☐ No☐   If Yes, specify: _____

Full-Time_____ Part-Time_____ Regular (Permanent)_____ Temporary_____ (From_____ to _____)

Work Hours: From:_____ To_____ Total hours per week_____

Overtime: Yes☐ No☐   Circle Work Days: S   M   T   W   T   F   S

Salary Range: From $_____ To $_____ Per_____   Salary Negotiable?   Yes☐ No☐

Other Hiring Requirements

Driver License	Yes☐	No☐	Class_____	Other Tests	Yes☐	No☐
Own Tools	Yes☐	No☐		Must Join Union	Yes☐	No☐
*Physical Exam	Yes☐	No☐		Bondable	Yes☐	No☐
*Pre-Screening Drug Test	Yes☐	No☐				
Employment/Security Test	Yes☐	No☐	Name_____ Other_____			

Benefits

Benefits Yes☐   No☐ (If yes, specify below)

Health Insurance	Yes☐	No☐	Dental Insurance	Yes☐	No☐
Paid Vacation	Yes☐	No☐	Paid Sick Leave	Yes☐	No☐
Paid Holidays	Yes☐	No☐	Retirement Plan	Yes☐	No☐

*Required only after job hire and if relevant to job opening. **All Hiring Requirements Must Be Bona fide Occupational Qualifications**

ES 515.584 (12/11)

New York State Department of Labor

Division of Employment and Workforce Solutions

The information you provide on the other side of this form will help us to understand your hiring need. Please review the information below, and use it as a guide when completing the Job Order form. Then mail, fax, or e-mail the form to the nearest Department of Labor office, 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, calling, or e-mailing 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 will provide the employer's name, address, and contact information unless you tell us not to. This will allow employers 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 *JobCentral National Labor Exchange* www.jobcentral.org , 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 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 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 www.laborny.jobs, as well as a variety of resource information for both employers and job seekers. Visit our web site at 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.