



Western New York Job Bank - *Job Order Form*
Fax: 716- 851-2702 Telephone: 716- 851- 2640

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 Location & Zip Code:	
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	
<input type="checkbox"/> Mon	<input type="checkbox"/> Tues	<input type="checkbox"/> Wed	<input type="checkbox"/> Thurs	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun		
<input type="checkbox"/> First		<input type="checkbox"/> Second		<input type="checkbox"/> Third		<input type="checkbox"/> Varies		<input type="checkbox"/> Other Explain:
<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.								
Years: _____ Months: _____		Acceptable related experience:			Would you accept a trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Min. Pay \$ _____ To Max. Pay \$ _____		<input type="checkbox"/> Starting pay is negotiable depending on experience. <input type="checkbox"/> Minimum pay to start; maximum eventually.						
<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		
<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"/> Own Car		<input type="checkbox"/> Medical Exam		
<input type="checkbox"/> Vacation		<input type="checkbox"/> Clothing Allowance		<input type="checkbox"/> Own Tools		<input type="checkbox"/> Reference Check		
<input type="checkbox"/> Sick Leave		<input type="checkbox"/> Child Care				<input type="checkbox"/> Criminal Background Check		

NEW! SMART 2010 is a “state-of-the-art” NY Job Bank job matching service that uses artificial intelligence to match job seekers in a contextual format to jobs in the system. To obtain the best qualified matches for your job, please answer the following questions as completely as possible.

Overall Purpose of the Job (e.g. This position provides overall direction of HR functions for the company)

List 3 major required tasks or responsibilities (e.g. Develops company policies relating to employee relations issues.)

List 3 major key competencies to successfully accomplish the job (e.g. High degree of organizational skills)

List equipment/machinery used (e.g. High degree of familiarity with PC hardware and related software)

Required licensed and or certifications (e.g. PHR or SPHR)

Other relevant information (e.g. Provides leadership and direction to managers)