



New York State Department of Labor

Fast Fax Job Order

Business: Please complete one FAST FAX for each job title and, fax./ mail 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.

Company _____ Address _____ Telephone # (_____) _____ - _____ Ext. _____ Unemployment Insurance Employer Registration No. _____ - _____ City _____ State _____ Zip _____ 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 (FCJL)? 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 S Salary Range: From \$ _____ To _____ Per _____ Pay Period: Weekly Bi-weekly Salary Negotiable? Yes No Monthly Bi-monthly

Other Hiring Requirements / Benefits

Driver 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 Testing 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 descriptions: _____

*Required only after job hire and if relevant to job opening.

All hiring requirements must be bona fide occupational qualifications.

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 needs. Please review the information below, and use it as a guide when completing the FAST FAX Job Order form. Then mail, fax the form to 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 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.labor.ny.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.