

# One Stop Career System Job Order

Telephone: (315) 386-3276

Fax: (315) 386-3414

PUT THE ONE-STOP CAREER SYSTEM TO WORK FOR YOU!

Company \_\_\_\_\_ Federal Tax ID # \_\_\_\_\_

Work Site Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Fax No. ( ) \_\_\_\_\_

Person to Contact \_\_\_\_\_ Nature of Your Business? \_\_\_\_\_

Title of Job Opening \_\_\_\_\_ Position Start Date \_\_\_\_\_

Number of Job Openings \_\_\_\_\_ Number of Persons You Wish to Interview \_\_\_\_\_

Referral Instruction(s):

Send Resume \_\_\_\_\_ Apply in Person \_\_\_\_\_ Applicant Call for Appt \_\_\_\_\_ Agency Call for Appt \_\_\_\_\_

## JOB DESCRIPTION

Describe the duties, skills, equipment used or operated, special physical demands, or special working conditions. If available, attach a detailed job description.

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## JOB REQUIREMENTS

Education Required: Less than H.S. \_\_\_ HS Diploma/GED \_\_\_ AAS \_\_\_ BA/BS \_\_\_ Masters \_\_\_

Other? (Type of Degree, License, Certification): \_\_\_\_\_ Min Years Experience \_\_\_\_\_

Job is: Permanent \_\_\_ Temporary \_\_\_ (Duration: from \_\_\_ to \_\_\_) Full-Time \_\_\_ Part-Time \_\_\_

Work Hours: From \_\_\_\_\_ To \_\_\_\_\_ Circle Normal Work Days S M T W Th F S

Salary Range: \$ \_\_\_\_\_ To \$ \_\_\_\_\_ Per \_\_\_\_\_

## OTHER HIRING REQUIREMENTS AND BENEFITS

Driver's License? Yes \_\_\_ No \_\_\_ If yes, License Class – Regular Operator \_\_\_

Own Vehicle Yes \_\_\_ No \_\_\_ CDL A \_\_\_\_\_ B \_\_\_ C \_\_\_ Endorsement(s) \_\_\_\_\_

Own Tools? Yes \_\_\_ No \_\_\_

Pre-Employment Test? Yes \_\_\_ No \_\_\_ Must Join Union ? Yes \_\_\_ No \_\_\_

Reference Check? Yes \_\_\_ No \_\_\_ Health Insurance? Yes \_\_\_ No \_\_\_

\*Physical Exam? Yes \_\_\_ No \_\_\_ Travel? Yes \_\_\_ No \_\_\_

\*Drug Screening? Yes \_\_\_ No \_\_\_ Overtime Required? Yes \_\_\_ No \_\_\_

Bondable? Yes \_\_\_ No \_\_\_ Overtime Available? Yes \_\_\_ No \_\_\_

\*Required only after job offer and if relevant to job opening.