

JOB ORDER

The Workforce Partnership

A Partnership of the Town of Oyster Bay,
Town of North Hempstead and City of Glen Cove

(516) 797-4560

Fax (516) 797-4589

(Please print)

Employer: Please fill out ONE JOB ORDER for EACH JOB TITLE and return by Fax to (516) 873-5692

Date: _____

Company Name: _____

Address: _____

Telephone: () _____ EXT. _____ Fax: () _____

Company contact: _____ Company Product or Service: _____

Job title to be filled: _____

Number of Job openings _____ Number of persons you wish to interview _____ Worksite: _____

Referral Instruction(s) Fax/Send Resume' Send Direct Call Before Sending

JOB REQUIREMENTS:

Years of Education needed _____ Specialized Education? (type of degree) _____

Years of Experience required _____ Professional License/certification _____

Will you accept related experience? Yes No If yes, specify _____

JOB IS: Regular Temporary (From _____ to _____) Full-Time Part-Time

Work hours: From _____ To _____ Circle work days: S M T W T F S Overtime Yes No

Salary Range:

**From \$ _____ To _____ Per/ Hour Day Week Month Annual Salary Negotiable? Yes No

** *Please make a numeric entry*

JOB DUTIES AND SKILLS:

Please describe specific skills and duties:

OTHER HIRING REQUIREMENTS:

BENEFITS:

Driver's License? Yes No Class _____

Health Insurance? Yes No

Own Tools? Yes No

Life Insurance? Yes No

Employment/Security Test? Yes No Name _____

Dental Insurance? Yes No

*Physical Exam? Yes No

Paid Vacation? Yes No

Must join Union? Yes No

Paid sick leave? Yes No

Bondable? Yes No

Retirement Plan? Yes No

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

NOTE: To have a JOB ORDER posted on the LONG ISLAND CENTRAL JOB BANK, the following information must be supplied: Employer Tax ID No. _____ and Does your company have a Federal Contract requiring job openings to be listed with the Department of Labor (FCJL)? Yes No

Any Questions? – Please contact: **George Meyer at (516) 797-4560**