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The information you provide will assist us in locating the most qualified candidates for your needs. Please fill out **one** Job Order Form for **each** job title.

To enter text on the form, click in the first gray field below and begin typing.

When you get to the outlined Check Mark squares, you can double click on square to "check" the box.

COMPANY INFORMATION

Today's Date:	Federal ID	(office use) Employer ID	
Business Name:			
Address:			Would you like candidates to apply directly, without contacting the NYS Dept of Labor? <input checked="" type="checkbox"/> Yes-Unsuppressed = Co.name on internet <input type="checkbox"/> No-Suppressed = Candidate contact DOL
City	State: NY	Zip:	
Contact Person / Title:	Telephone #:	Fax #:	
URL Address	Email:		
Methods to Apply: (Select all preferences)	<input type="checkbox"/> Email	<input type="checkbox"/> On-Line	<input type="checkbox"/> Fax
Type of Business:	<input type="checkbox"/> Telephone	<input type="checkbox"/> Mail	<input type="checkbox"/> In Person

JOB INFORMATION

Job Title:	Job Location & Zip Code:	
How Many Openings?	Duration: <input type="checkbox"/> temporary <input type="checkbox"/> regular <input type="checkbox"/> seasonal	<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Work days per week? (Check all that apply)	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	Hours per week:
What Shift(s)?	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Varies <input type="checkbox"/> Other	Explain:
Level of Education required?	<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.
How many years Experience is required?	Years: Months: Acceptable related experience:	Would you accept a trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Pay Range:	Min. Pay \$ To Max. Pay \$	<input type="checkbox"/> Starting pay is negotiable depending on experience. <input type="checkbox"/> Minimum pay to start; maximum eventually.
Driver's License (If required for job duties)	<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"/>	Own Car required for job: <input type="checkbox"/> Yes <input type="checkbox"/> No On Bus Route <input type="checkbox"/> Yes <input type="checkbox"/> No Union Affiliation: <input type="checkbox"/> Yes <input type="checkbox"/> No
Benefits Available: (Check all that apply)	<input type="checkbox"/> Health Insurance <input type="checkbox"/> Holiday <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Retirement/401k <input type="checkbox"/> Vacation/PTO <input type="checkbox"/> Clothing Allowance <input type="checkbox"/> Sick Time/PTO <input type="checkbox"/> Child Care	Other pre-hire steps or requirements: (check all that apply) <input type="checkbox"/> Drug Screening <input type="checkbox"/> Medical Exam <input type="checkbox"/> Reference Check <input type="checkbox"/> Criminal Background Check <input type="checkbox"/> Own Tools
Job Description: (Required) Your brief but <u>detailed</u> description will result in better qualified referrals! (Attach company job description if available)		