



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](http://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](http://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.