



JOB ORDER FORM
The Finger Lakes Job Fair

Phone: (315) 789-3131 EXT. 101

Fax: (315) 789-0163

EMPLOYER: Please complete one Job Order Form for each job title and enclose it with your registration form for the Career Expo.

UNEMPLOYMENT INSURANCE OR FEIN INSURANCE NUMBER: - _____

COMPANY NAME: _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE# (____) _____ EXT. _____ FAX# (____) _____

E-MAIL ADDRESS _____

NAME OF PERSON TO CONTACT FOR INTERVIEW _____ TITLE _____

WHAT GOODS/SERVICES DOES THE COMPANY PRODUCE? _____

TITLE OF JOB OPENING _____ NUMBER OF OPENINGS _____

REFERRAL METHOD: Mail/Fax/Email Resume Apply in Person Applicant call for an appt Labor Dept. call

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 _____ Hours per Week _____ Temporary _____ From _____ To _____

Work Hours: From _____ To _____ Overtime: Yes _____ No _____ Circle Normal Work Days: **S M T W Th F S**

Salary Range: From \$ _____ to \$ _____ Salary Negotiable? _____

Location of Job _____

JOB DESCRIPTION

Please describe what the person's job duties will be. List skills, aptitudes, equipment used or operated, special physical demands, or special working conditions. Use additional sheets if necessary. Attach company job description if available.

Job Description:

OTHER HIRING REQUIREMENTS/BENEFITS

Driver's License	Yes ___ No ___ Class _____	Health Insurance	Yes ___ No ___
Own Tools	Yes ___ No ___	Dental Insurance	Yes ___ No ___
Physical Exam*	Yes ___ No ___	Paid Vacation	Yes ___ No ___
Employment/	Yes ___ No ___	Retirement Plan	Yes ___ No ___
Security Test	Test Name _____	Holiday Pay	Yes ___ No ___
Bondable	Yes ___ No ___	Sick Pay	Yes ___ No ___
Must join union	Yes ___ No ___	Uniform/Clothing Allowance	Yes ___ No ___

*Required only after job offer and if required for job opening.

(02/05) **ALL HIRING REQUIREMENTS MUST BE BONAFIDE OCCUPATIONAL QUALIFICATIONS**