



## The WorkPlace Job Order Form

Please complete this form and email to **theworkplace@jeffersoncountyny.gov**

If you have any questions, please don't hesitate to contact us for assistance at 315-786-3651!

### Company Details:

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

Physical Address \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Phone # \_\_\_\_\_ Ext \_\_\_\_\_ Fax # \_\_\_\_\_

Type of Business \_\_\_\_\_ Are you a Federal Contractor? Yes \_\_\_ No \_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Contact Email \_\_\_\_\_ Contact Phone # \_\_\_\_\_

### Job Details:

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ # of Openings \_\_\_\_\_

Referral Instructions: E-mail Resume \_\_\_ Fax Resume \_\_\_ Call for Appt \_\_\_ Mail Resume \_\_\_

Apply in Person \_\_\_ Apply Online \_\_\_ Other \_\_\_\_\_

Minimum Education Required: Less Than HS \_\_\_ HS Diploma/GED \_\_\_ AAS \_\_\_ BA/BS \_\_\_

Masters \_\_\_ Other \_\_\_\_\_

Minimum Experience: Years \_\_\_ Months \_\_\_ Salary Range: From \$ \_\_\_\_\_ to \_\_\_\_\_ per \_\_\_\_\_

Job Is: Regular \_\_\_ Short Term \_\_\_ (Duration: from \_\_\_\_\_ to \_\_\_\_\_) Full Time \_\_\_ Part-Time \_\_\_

Work Hours: From \_\_\_\_\_ to \_\_\_\_\_ # of Hrs/Wk \_\_\_ Overtime Required: Yes \_\_\_ No \_\_\_

Normal Work Days: Sun \_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thu \_\_\_ Fri \_\_\_ Sat \_\_\_ Varies \_\_\_

**Job Description:** If available, please attach a detailed description.

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### Other Hiring Requirements & Benefits:

Driver's License: Yes \_\_\_ No \_\_\_ CDL? A \_\_\_ B \_\_\_ C \_\_\_ Endorsements? \_\_\_\_\_

Physical Exam: Yes \_\_\_ No \_\_\_ Drug Screening: Yes \_\_\_ No \_\_\_

Must Join Union: Yes \_\_\_ No \_\_\_ Must Have Tools: Yes \_\_\_ No \_\_\_

Health Insurance: Yes \_\_\_ No \_\_\_ Sick Leave: Yes \_\_\_ No \_\_\_

Dental Insurance: Yes \_\_\_ No \_\_\_ Holiday Pay: Yes \_\_\_ No \_\_\_

Vacation Pay: Yes \_\_\_ No \_\_\_ Retirement/Pension: Yes \_\_\_ No \_\_\_

### Customized Recruitment:

Would you be interested in holding open interviews at our office to fill your open positions? Yes \_\_\_ No \_\_\_

We will advertise the recruitment on our social media sites & marquee in front of our building, and send out emails to our customers fitting your requirements stating what you are hiring for & when you will be holding interviews.