NCWorks Career Center serving your area:       Date:

Office E-Mail:       Office Fax No.:

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| **Tell us about this position…** (please complete ALL sections, as we will not be able to post incomplete orders) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company Name: | | | | | | | | | | | | | | | | | | Federal I.D.: | | | | | | | | |
| Job Title:       UI account number: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this a new job posting? | | Yes  No | | | | Has a similar/identical job order previously been submitted for this occupation? | | | | | | | | | | | | | | | | | | | Yes\*  No | |
|  | \*If yes, may a staff member contact you regarding an expedited means of posting similar positions? Please indicate your contact information below and fax this form back to the NCWorks Career Center.  (The remaining form need then only indicate CHANGES from the previous order.) | | | | | | | | | | | | | | | | | | | | | | | | Yes  No | |
| **Main/Corporate Contact Information** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Person: | | | | | | | | | | | | | | | | Title: | | | | | | | | | | |
| *Mailing* Address: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | | | | | | | | | | | | State: | | | | | | Zip: | | | | |
| Phone: | | | | | | | | | | Alternate Phone: | | | | | | | | | | | | | | | | |
| Fax: | | | | | | | | | | Email: | | | | | | | | | | | | | | | | |
| **Job Location Information** (if different from above) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Location Contact Person: | | | | | | | | | | | | | | | | Title: | | | | | | | | | | |
| *Physical* Address: | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | | | | | | | | | | | | State: | | | | | | Zip: | | | | |
| Phone: | | | | | | | | | | Alternate Phone: | | | | | | | | | | | | | | | | |
| Fax: | | | | | | | | | | Email: | | | | | | | | | | | | | | | | |
| Display online to job seekers?  Yes  No - Please note that this job will not be displayed in online job search results and job seekers will NOT be able to apply directly online to this job. Only staff will be able to view the job and make referrals. | | | | | | | Display your company name?  Yes  No | | | | | Have our staff screen your applicants?  Yes - If yes, require the applicant to meet the staff member that is screening?  Yes;  No  No | | | | | | | | | | | | | | |
| Career Readiness Certification Required: | | | | Bronze | | | | | Silver | | | | Gold | | | | | | | Platinum | | | | | | N/A |
| Occupational Licenses/Certifications | | | | Specify: | | | | | | | | | | | | | | | Required | | | | | Preferred | | |
| **Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **How would you like DWS to contact you?** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Internal Message (through NCWorks Online) | | | | | Email | | | | | | | | | | | | Text Message (If Available) | | | | | | | | | |
| Text Message Notification (If Available) | | | | | Mass Mail | | | | | | | | | | | | Fax | | | | | | | | | |
| **Company Information:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Industry Title: | | | | | | | | | | | | | | No. of Employees: | | | | | | | | | | | | |
| **Type of Employer:** | | | Private Sector | | | | | | | | State Government | | | | | | | | | | Local Government | | | | | |
| Federal Government | | International/Foreign Gov. | | | | | | Non-Profit | | | | | | | Education (Higher) | | | | | | | | Education (K-12) | | | |

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| **Job Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of Positions: | | | | | | | | | Keep Job Order Open Until:  *(Cannot exceed 60 days without notifying Workforce Office)* | | | | | | | | | | | | | | | | | | | Number of Referrals Desired: | | | | | | |
| **Type of Job:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Regular | | | Temporary | | | | | | | | | Seasonal | | | | | | Volunteer | | | | | | | | Contract [Length:      month(s)/year(s)] | | | | | | | | |
| Full-Time (30+ hours) | | | | | | | | Part-Time (<30 hours) | | | | | | | | | | Full and Part-Time Positions | | | | | | | | | | | | | As Needed (PRN) | | | |
| **Job Summary**  Please provide a **detailed** job description of the position (including any specialized skills required).  **(PLEASE PRINT)** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Hiring Requirements** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Check hiring requirements for this job, if any:** | | | | | | | | | | | | | | | Drug Test | | | | | | | | | Background Check | | | | | | | | | Credit Check | |
| Reference Check | | | | | Motor Vehicle Record Check | | | | | | | | | | | | | | | Other - specify: | | | | | | | | | | | | | | |
| **Testing Requirement:** | | | | | Employer will perform | | | | | | | | | | | | | | | | Other Source will perform testing | | | | | | | | | | | | | |
| Provide a brief description of the testing being performed and the collection method(s): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Education, Licenses, and Certifications** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minimum age of applicants to this position, if any? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This minimum age is due to the following: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alcohol | | | | | | Hazardous work/materials involved | | | | | | | | | | | | | | | | Hours of Work | | | | | | | | | | | | |
| Insurance | | | | | | Other (Specified in Job Summary) | | | | | | | | | | | | | | | | Special Program/Category | | | | | | | | | | | | Bonding |
| Minimum education required, if any: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minimum months of prior experience required, if any? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is job accessible by public transportation:  Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Driver’s License Required:  Yes (operator)  Yes (CDL)  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Driver’s License Type Required:  Class A  Class B  Class C  N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsements:  Class H  Class N  Class P  Class S  Class T  No Endorsements Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Compensation and Hours**: Do you wish to hide (suppress) wage info from applicants?  Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Hiring range (required)? Minimum Pay:       Maximum Pay:       Display to Jobseekers?**   Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Basis of salary/pay:** | | | | Hour | | | | | Day | | | | Week | | | | Month | | | | | | Year | | | | Quarter | | | Other - specify: | | | | |
| **Pay comments:**   Depends upon Experience  Commission only  Salary + Commission  Piece rate  Salary + Tips  Salary + Bonus  Per Diem only  Will discuss with applicant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Hours per week?**   Not specified  Vary  Are Specific (# per week =      ) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Shift:** | Day | Evening/Swing | | | | | | | | | Night/Graveyard | | | | | | | | Rotating | | | | | | Split | | | | Other (Specified in Job Summary) | | | | | |
| **Benefits Offered** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list benefits that you plan to offer to the incumbent, if any: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Job Application Methods Accepted** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Check the methods that individuals may use to apply for this job: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Provide a NCWORKS Online Resume (recommended) | | | | | | | | | | | | | | | | Provide a NCWORKS Online Application | | | | | | | | | | | | | | | | At NCWorks Career Center | | |
| Directly to employer via: | | | | | | | Phone | | | | | | | In Person | | | | | | | | | | Email Resume | | | | | | | | Mail Resume | | |
|  | | | | | | | Via Company Website http:// | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Additional Information** |
| Is this a Green Job?  Yes  No |
| Are you a Federal Contractor?  Yes  No |
| Does a court ordered affirmative action plan require posting this job order?  Yes  No |
| Does this job order require security clearance?  Yes  No |
| Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States?  Yes  No  Not Specified |
| Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this position? In order for an employer to use NCWorks Online, no fee may be charged to a job applicant.  Yes  No |