

**WNY Job Bank – *Electronic Job Order Form***  
**Email: [JobBank.Buffalo@labor.ny.gov](mailto:JobBank.Buffalo@labor.ny.gov)**

The information you provide on this form will help us understand your hiring needs and will assist us in locating the most suitable candidates for you. Please complete **one** Job Order Form for **each** job title and **email** the form via **email** address above to place your order. To enter text on the form, click in the first gray field below and begin typing. Then tab or click to the next field to continue. **To checkmark boxes, double click on box, then select “checked.”** **Do You Have A Question? Feel free to call 716- 851- 2694**

**EMPLOYER INFORMATION**

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

**JOB INFORMATION**

<b>Job Title:</b>							<b>Job Location &amp; Zip Code:</b>	
<b>How Many Openings?</b>	Duration: <input type="checkbox"/> temporary <input type="checkbox"/> regular <input type="checkbox"/> seasonal						<input type="checkbox"/> Full time <input type="checkbox"/> Part time	
<b>Work days per week?</b> (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	
<b>What Shift(s)?</b>	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Varies <input type="checkbox"/> Other Explain:						<b>Hours per week:</b>	
<b>Level of Education required?</b>	<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.			Licenses/Certificates/Degrees				
<b>How many years Experience is required?</b>	Years:	Months:	Acceptable related experience:			Would you accept a trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Pay Range:</b>	Min. Pay \$ To Max. Pay \$		<input type="checkbox"/> Starting pay is negotiable depending on experience. <input type="checkbox"/> Minimum pay to start; maximum eventually.					
<b>Driver's License</b> (Required for Job Duties)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Class:</b> 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	Bus Route <input type="checkbox"/> Yes <input type="checkbox"/> No	Union Affiliation: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Benefits Available:</b> (Check all that apply)	<input type="checkbox"/> Health Insurance	<input type="checkbox"/> Holiday	<b>Other hiring requirements conducted by employer: (check all that apply)</b>		<input type="checkbox"/> Drug Screening	<input type="checkbox"/> Medical Exam		
	<input type="checkbox"/> Dental Insurance	<input type="checkbox"/> Retirement/401k	<input type="checkbox"/> Own Tools		<input type="checkbox"/> Reference Check	<input type="checkbox"/> Criminal Background Check		
	<input type="checkbox"/> Vacation	<input type="checkbox"/> Clothing Allowance						
	<input type="checkbox"/> Sick Leave	<input type="checkbox"/> Child Care						
<b>Basic Computer Skills Needed?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Microsoft Office <input type="checkbox"/>	Other:				

**Job Description: (Required)**  
*A brief, but detailed description will result in better qualified referrals.*  
**(Attach company job description if available)**

