



**FAST FAX JOB ORDER**  
**ULSTER WORKS OneStop**  
**TELEPHONE: (845) 338-4696 FAX: (845) 339-0607**  
[www.labor.ny.gov](http://www.labor.ny.gov)

Company \_\_\_\_\_ FEIN \_\_\_\_\_ -- \_\_\_\_\_

Work Site Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_ Fax No. (\_\_\_\_) \_\_\_\_\_

Person to Contact \_\_\_\_\_ Nature of Your Business \_\_\_\_\_

Title of Job Opening \_\_\_\_\_ Position Start Date \_\_\_\_\_

Number of Job Openings \_\_\_\_\_ Number of Persons You Wish to Interview \_\_\_\_\_

Referral Instructions: Mail Resume      Fax Resume      Apply in Person      Call for Appt.      Email Resume  
Email Address \_\_\_\_\_

You can choose to have your order broadcast. Your employer name, contact information and referral instructions will be displayed directly to the applicants. DOL will not screen applicants or be able to limit the number of referrals to your order. The advantage is the possibility of a larger response to your order. Would you like the order broadcast? Yes      No

**JOB DESCRIPTION**

Describe the duties, skills, equipment used or operated, special physical demands, or special working conditions. If available, attach a detailed job description.

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**JOB REQUIREMENTS**

Education Required: None  HS Diploma / GED  AAS  BA/BS  Masters  Ph.D.

Other? (Type of Degree, License, Certification): \_\_\_\_\_ Minimum Years Experience \_\_\_\_\_

Job is: Regular  Short Term  (Duration: from \_\_\_\_\_ to \_\_\_\_\_) Full-time  Part-time

Work Hours: From: \_\_\_\_\_ To: \_\_\_\_\_ Check Normal Work days: S  M  T  W  T  F  S

Salary Range: From \$ \_\_\_\_\_ To \$ \_\_\_\_\_ Per \_\_\_\_\_

**OTHER REQUIREMENTS AND BENEFITS**

Driver's License? Yes  No  If yes – License Class – Regular Operator   
CDL A  B  C  Endorsement(s)

Own Tools? Yes  No   
Pre-Employment Test? Yes  No  Must Join Union? Yes  No   
Reference Check? Yes  No  Health Insurance? Yes  No  Dental Insurance? Yes  No   
\*Physical Exam? Yes  No  Travel? Yes  No  Vacation time? Yes  No   
\*Drug Screening? Yes  No  Overtime Required? Yes  No  Sick time? Yes  No   
Bondable? Yes  No  Overtime Available? Yes  No  Holidays? Yes  No

\*Required only after job hire and if relevant to job opening.

ALL HIRING REQUIREMENTS MUST BE BONA FIDE OCCUPATIONAL QUALIFICATIONS