



DEPARTMENT OF COMMERCE

Fax it to:

NCWorks Online
"Connecting talent to jobs!"

Division of Workforce Solutions
www.NCWorks.gov



DEPARTMENT OF COMMERCE

Date:

Workforce Office serving your area: [office complete]

Workforce Office Fax No.: [office complete]

Workforce Office E-Mail: [office complete]

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:

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 Workforce Office. Yes No
(The remaining form need then only indicate CHANGES from the previous order.)

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)

Job Details

Number of Positions: Keep Job Order Open Until: Number of Referrals Desired:
(Cannot exceed 60 days without notifying Workforce Office)

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)

|   |  |
|---|--|
| <p><b>Job Summary</b></p> <p>Please provide a <b>detailed</b> job description of the position (including any specialized skills required).</p> <p><b>(PLEASE PRINT)</b></p> |  |
|---|--|

**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: *(HS diploma/GED, College graduate-specific degree level, etc.):*

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**

**Hiring compensation range?**            **Minimum Pay:**            **Maximum Pay:**

**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 nearest Workforce Office  
 Directly to employer via:     Phone             In Person             Email Resume             Mail Resume  
 Via Company Website [http:// \_\_\_\_\_ ]

**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