



MICHAEL P. HEIN
COUNTY EXECUTIVE



ULSTER COUNTY CAREER CENTER FAST FAX JOB ORDER

TELEPHONE: (845) 443-8066 FAX: (845) 339-0607 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.

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

*Physical Exam? Yes No Travel? Yes No

*Drug Screening? Yes No Overtime Required? Yes No

Bondable? Yes No Overtime Available? Yes No

Dental Insurance? Yes No

Vacation time? Yes No

Sick time? 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