

The Workforce Partnership

Representing the Town of Oyster Bay, Town of North Hempstead and City of Glen Cove
Tel: (516)797-4560 - Fax: (516)797-4589

Employer: Please fill out ONE Job Order Form for EACH Job Title

Date:

Company:

Address:

City:

State:

Zip Code:

Phone:

Fax:

Contact Person:

Title:

Product/Service:

Job Title To Be Filled:

of Job Openings:

of Persons You Wish To Interview:

Worksite Location:

Referral Instructions: ☐ Fax

☐ Mail

☐ E-Mail

☐ Call Prior To Sending

Requirements

Years of Education Needed:

Specialized Education? (List Degree Needed):

Years of Experience Required:

Professional Certification/License Needed:

Will You Accept Related Experience? ☐ Yes ☐ No

If Yes, Specify:

☐ Regular ☐ Temporary From/To(Dates):

☐ Full Time ☐ Part Time

Hours (From/To):

Work Days: ☐ Su ☐ Mo ☐ Tu ☐ We ☐ Th ☐ Fr ☐ Sa

Overtime? ☐ Yes ☐ No

Salary Range:

Per ☐ Hour ☐ Day ☐ Week ☐ Month ☐ Annual

Negotiable? ☐ Yes ☐ No

Job Duties/Skills

Please describe specific skills and duties:

Other Requirements

Yes

No

Drivers License?

Class?

Own Tools?

Employment/Security Test?

Name?

Physical Exam?

Must Join Union?

Bondable?

Benefits

Yes

No

Health Insurance?

Life Insurance?

Dental Insurance?

Paid Vacation?

Paid Sick Leave?

Retirement Plan?

To have Job Order posted on Long Island Central Job Bank, the following information must be supplied:

Employer Tax ID No.

Does your company have a Federal Contract requiring job openings to be listed with the Department of Labor (FCJL)? ☐ Yes ☐ No

For questions regarding this form, please contact Maryanne Sandt at (516)797-7860 or via email: msandt@oysterbay-ny.gov