

JOB ORDER

The Workforce Partnership

A Partnership of the Town of Oyster Bay,
Town of North Hempstead and City of Glen Cove

Tel: (516) 797- 4560 • Fax: (516) 797- 4565

(Please Print)

Employer: Please fill out ONE JOB ORDER for EACH JOB TITLE and return by email
msandt@oysterbay-ny.gov or cdamico@oysterbay-ny.gov

DATE: _____

Company _____

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____ EXT. _____ Fax (_____) _____

Company contact _____

Company product / service _____

JOB TITLE TO BE FILLED _____

Number of Job Openings _____ Number of persons you wish to interview _____ Worksite: _____

Referral instruction(s) Fax/Send Résumé Send Direct Call Before Sending Email

JOB REQUIREMENTS:

Years of Education Needed _____ Specialized Education? (type of degree) _____

Years of Experience Required _____ Professional License/Certification _____

Will you accept related experience? Yes No If yes, specify _____

JOB IS: Regular Temporary (From _____ To _____) Full-Time Part-Time

Work hours: From _____ To _____ Circle Work Days: S M T W T F S Overtime Yes No

Salary Range:

From **\$ _____ To **\$ _____ Per / Hour Day Week Month Annual Salary Negotiable? Yes No

****Please make numeric entry**

JOB DUTIES AND SKILLS:

Please describe specific skills and duties:

OTHER HIRING REQUIREMENTS:

Driver's License? Yes No Class _____

Own Tools? Yes No

Employment/Security Test? Yes No Name _____

*Physical Exam? Yes No

Must Join Union? Yes No

Bondable? Yes No

**Required only after job offer and if relevant to job opening.*

BENEFITS:

Health Insurance? Yes No

Life Insurance? Yes No

Dental Insurance? Yes No

Paid Vacation? Yes No

Paid Sick Leave? Yes No

Retirement Plan? Yes No

NOTE: To have JOB ORDER posted on the LONG ISLAND CENTRAL JOB BANK, the following

information must be supplied: Employer Tax ID No. _____ **and;** Does your company have a Federal Contract requiring job openings to be listed with the Department of Labor (FCJL)? Yes No

**Any questions? — Please contact: Maryanne Sandt at (516) 797-7860 or email msandt@oysterbay-ny.gov
Christine D'Amico at (516) 797- 4585 or email cdamico@oysterbay-ny.gov**