



The WorkPlace Job Order Form

Please complete this form and email to theworkplace@co.jefferson.ny.us

If you have any questions, please don't hesitate to contact us for assistance at **315-786-3651**

Company Details:

Company Name _____ Federal Tax ID # _____

Physical Address _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Email _____ Website _____

Phone # _____ Ext _____ Fax # _____

Type of Business _____ Are you a Federal Contractor? Yes ___ No ___

Contact Person _____ Title _____

Contact Email _____ Contact Phone # _____

Job Details:

Job Title _____ Start Date _____ # of Openings _____

Referral Instructions: E-mail Resume ___ Fax Resume ___ Call for Appt ___ Mail Resume ___

Apply in Person ___ Apply Online ___ Other _____

Minimum Education Required: Less Than HS ___ HS Diploma/GED ___ AAS ___ BA/BS ___

Masters ___ Other _____

Minimum Experience: Years ___ Months ___ Salary Range: From \$ _____ to _____ per _____

Job Is: Regular ___ Short Term ___ (Duration: from _____ to _____) Full Time ___ Part-Time ___

Work Hours: From _____ to _____ # of Hrs/Wk ___ Overtime Required: Yes ___ No ___

Normal Work Days: Sun ___ Mon ___ Tue ___ Wed ___ Thu ___ Fri ___ Sat ___ Varies ___

Job Description: If available, please attach a detailed description.

Other Hiring Requirements & Benefits:

Driver's License: Yes ___ No ___ CDL? A ___ B ___ C ___ Endorsements? _____

Physical Exam: Yes ___ No ___ Drug Screening: Yes ___ No ___

Must Join Union: Yes ___ No ___ Must Have Tools: Yes ___ No ___

Health Insurance: Yes ___ No ___ Sick Leave: Yes ___ No ___

Dental Insurance: Yes ___ No ___ Holiday Pay: Yes ___ No ___

Vacation Pay: Yes ___ No ___ Retirement/Pension: Yes ___ No ___

Customized Recruitment:

Would you be interested in holding open interviews at our office to fill your open positions? Yes ___ No ___

We will advertise the recruitment on our social media sites & marquee in front of our building, and send out emails to our customers fitting your requirements stating what you are hiring for & when you will be holding interviews.