

# SCOTI *Sharing Career Opportunities & Training Information*

## Employer Job Order

<b>FEIN:</b>	<b>UCAN:</b>	<b>DATE:</b>
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**Business Name:**

<b>E-mail:</b>	<b>Phone:</b>	<b>Fax:</b>
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<b>Company Address:</b>	<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>County</b>
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**Mailing address, if different from above**

<b>Office Assigned:</b>	<b>Staff Assigned:</b>
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**Ownership (please select one)**

<input type="checkbox"/> Associations	<input type="checkbox"/> Corporations
<input type="checkbox"/> Co-Ops	<input type="checkbox"/> Federal
<input type="checkbox"/> International Government	<input type="checkbox"/> Local
<input type="checkbox"/> Limited Liability Corporation	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> None of the Aforementioned Categories	<input type="checkbox"/> Other Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> Private Sector
<input type="checkbox"/> Proprietorship	<input type="checkbox"/> State

**Employer Sector (please select one)**

<input type="checkbox"/> Public, for Profit	<input type="checkbox"/> Private, for Profit
<input type="checkbox"/> Private, not for Profit	<input type="checkbox"/> Public, not for Profit
<input type="checkbox"/> State Agency	<input type="checkbox"/> County Agency
<input type="checkbox"/> Federal Agency	

**Federal Contractor (please select one)**

<input type="checkbox"/> Federal	<input type="checkbox"/> State
<input type="checkbox"/> None	<input type="checkbox"/> Both Federal and State

**Benefits (please select all that apply)**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 401 K                | <input type="checkbox"/> Child Care                      | <input type="checkbox"/> Dental Insurance |
| <input type="checkbox"/> Education Assistance | <input type="checkbox"/> Health Insurance                | <input type="checkbox"/> No Benefits      |
| <input type="checkbox"/> Paid Holidays        | <input type="checkbox"/> Retirement Plan Other than 401K |   |
| <input type="checkbox"/> Sick Leave           | <input type="checkbox"/> Vacation                        |   |

**How should applicants be advised to contact your company concerning the openings on this Job Order?**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Resumes Wanted | <input type="checkbox"/> Fax Wanted      | <input type="checkbox"/> Calls Wanted               |
| <input type="checkbox"/> E-mails Wanted | <input type="checkbox"/> Apply in Person | <input type="checkbox"/> Contact SCOTI Access point |

**Contact Person and Title:**

**Telephone Number:**

**Fax Number:**

**Job Type: (please select one)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Regular Employment | <input type="checkbox"/> Alien Certification   | <input type="checkbox"/> Apprenticeship  |
| <input type="checkbox"/> Casual             | <input type="checkbox"/> Domestic Work         | <input type="checkbox"/> Job Development |
| <input type="checkbox"/> Mass Recruitment   | <input type="checkbox"/> Statistical Placement |  |

**ONET Code**

**ONET Title**

**Job Title:**

**Worksite Address: Street City State Zip Code County**

(Same as Company Address)

**Interview Address: Street City State Zip Code County**

(Same as Worksite Address )

**Interview Site Directions:**

**Open Date:**

**Close Date:**

<b>Minimal Hours Per Week:</b>	<b>Maximum Hours Per Week:</b>
<b>Minimal Salary:</b>	<b>Maximum Salary:</b>
<b>Salary Interval (please select one)</b> <input type="checkbox"/> Hour <input type="checkbox"/> Biweekly <input type="checkbox"/> Bimonthly <input type="checkbox"/> Day <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Year	
<b>Number of Openings:</b>	<b>Maximum Referrals:</b>
<b>Duration (please select )</b> <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
<b>Send Employer Letter in:</b> <input type="checkbox"/> 7 Days <input type="checkbox"/> 14 Days <input type="checkbox"/> 21 Days <input type="checkbox"/> 30 Days <input type="checkbox"/> 60 Days <input type="checkbox"/> 90 Days <input type="checkbox"/> 120 Days	
<b>Block Previously:</b> <input type="checkbox"/> 3 Months <input type="checkbox"/> 6 Months <input type="checkbox"/> 9 Months <input type="checkbox"/> 12 Months	
<b>Public Disclosure Level (please select)</b> <input type="checkbox"/> Full Disclosure <input type="checkbox"/> Part Disclosure <input type="checkbox"/> None	
<b>Display on Internet (please select)</b> <input type="checkbox"/> Automatic Send <input type="checkbox"/> Immediate <input type="checkbox"/> Do not send to Internet	
<b>Send to America Job Bank (AJB) (please select)</b> <input type="checkbox"/> Automatic Send <input type="checkbox"/> Immediate <input type="checkbox"/> Do not send to AJB	
<b>Highest Degree Required:</b>	
<b>Experienced Required in Months:</b>	<b>Minimum Required Age:</b>
<b>Required License, Certification or Registration:</b>	
<b>Lifting Capacity:</b> <input type="checkbox"/> Light to 20 Pounds <input type="checkbox"/> Medium to 50 Pounds <input type="checkbox"/> Heavy to 100 Pounds <input type="checkbox"/> Very Heavy More Than 100 Pounds	
<b>Required Clerical Test Types:</b>	

**Other Physical Restrictions:**

**Pre-Employment Type:**

- Clerical Testing     Criminal Background Check     Driving Record Check  
 Drug Testing     Employment Test     Reference Check

**Work Days:**

- Sunday  
 Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday  
 Saturday

**Work Shifts: (please select shift)**

- 1<sup>st</sup>  
 2<sup>nd</sup>  
 3<sup>rd</sup>  
 Split  
 Rotating

**Desired Skills:**

**Driver Requirements:**

- A CDL-A- Over 26,000LBS. Combined vehicle with over 10,000LBS. Towed unit
- B CDL-B- Over 26,000LBS. Combined vehicle with under 10,000LBS Towed unit
- C CDL- C- Under 26,001LBS. If designed to transport 16+ occupants and/or transport placarded hazmat
- D Non-Commercial

**Valid Endorsements:**

- T- authorizes the driver to drive double and triple trailers
- H - authorizes the driver to drive a vehicle transporting hazardous materials
- P - authorizes the driver to drive vehicles carrying passengers
- N - authorizes the driver to drive tank vehicles
- X - authorizes the driver to drive tank vehicles transporting hazardous materials
- S- authorizes the driver to drive school buses
- P1- drive CDL A vehicle w/15 riders or less & all low class vehicles with no restrictions on riders
- P2 - drive CDL A&B vehicle w/15 riders or less & all low class vehicles with no restrictions on riders
- P4 - restricts the driver class C school buses designed to transport less than 16 riders
- W - restricts ops of commercial vehicles w/waiver of farm-related services
- K - restricts the driver to only intrastate operation
- L - restricts the driver to vehicles not equipped with air brakes