



# FAX IT TO ESC

## NC Employment Security Commission



Date: \_\_\_\_\_

FAX TO ESC Local Office Serving your Area: \_\_\_\_\_

Local Office FAX Nbr: (\_\_\_\_\_) \_\_\_\_\_ Local Office E-Mail: \_\_\_\_\_

### NC JobConnector

Unsuppressed-Contact information is available to potential job seekers and **anyone else with access to the internet.** Does not require staff intervention.

Partially Suppressed-Contact information is available to qualified job seekers. Will require some staff intervention.

Suppressed-Contact information is available to qualified job seekers after staff has contacted employer and received permission to refer. Will require staff intervention for **each** referral.

Company Name:		Federal I.D. or Employer Acct. No.:				
<input type="checkbox"/> Federal Contractor		<input type="checkbox"/> Under affirmative action compliance				
<b>Job Location Information:</b>						
Physical Address:						
City:		State:	Zip:			
Phone:		Alternate Phone:				
Fax:		Email:				
Contact Person:		Title:				
<b>Contact Information:</b>		<input type="checkbox"/> Contact Information same as Job Location Address				
Mailing Address:						
City:		State:	Zip:			
Phone:		Alternate Phone:				
Fax:		Email:				
<b>How would you like ESC to contact you?</b>						
<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail	<input type="checkbox"/> Email			
Any special contact instructions?						
<b>How would you like Job Seekers to contact you?</b>						
<input type="checkbox"/> Phone	<input type="checkbox"/> Fax	<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Send Direct	<input type="checkbox"/> Complete Application at ESC	<input type="checkbox"/> Apply Online
Any special contact instructions?						
<b>Job Details:</b>						
Job Title:						
<b>Type of Employment?</b>						
<input type="checkbox"/> Full Time		<input type="checkbox"/> Permanent				
<input type="checkbox"/> Part Time <small>(hours per week)</small>		<input type="checkbox"/> Temporary <small>Job Duration (# of days)</small>				
Work Schedule: <small>(for example 8a-5p M-F)</small>		Days:	Hours:			
Salary Information:	<input type="checkbox"/> Show Salary Information to Jobseeker					
	Minimum:		Maximum:			
Number of Positions:		Number of Referrals Desired:				
Keep Job Order Open Until: <small>(Cannot exceed 30 days without notifying local office staff)</small>		Minimum Age:				
<input type="checkbox"/> Drug Test Required		<input type="checkbox"/> Background Check Required				



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COMPANY NAME: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

<b>Benefits:</b>	<input type="checkbox"/> 401K	<input type="checkbox"/> Education Assistance	<input type="checkbox"/> Pension
	<input type="checkbox"/> Clothing/Uniform Allowance	<input type="checkbox"/> Medical	<input type="checkbox"/> Relocation Assistance
	<input type="checkbox"/> Dental	<input type="checkbox"/> Paid Vacation	<input type="checkbox"/> Vision

<b>Education, Licenses, and Certifications:</b>					
Education required: <i>(High school diploma/GED, College graduate-specific degree, etc.):</i>					
Career Readiness Certification Required: <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Not Applicable					
Occupational Licenses/Certifications Preferred:					
Driver's License Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		CDL: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C			
Endorsements:					
Languages Preferred:	<input type="checkbox"/> American Sign Language	<input type="checkbox"/> Chinese	<input type="checkbox"/> French	<input type="checkbox"/> Japanese	<input type="checkbox"/> Vietnamese
	<input type="checkbox"/> Arabic	<input type="checkbox"/> English	<input type="checkbox"/> German	<input type="checkbox"/> Spanish	

<p><b>Job Summary – Please provide a detailed job description</b></p>	
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**TELL US AT LEAST FIVE (5) OF THE MOST IMPORTANT TASKS/SKILLS PERFORMED IN THIS POSITION.**  
Provide as much detail as possible – the more information you provide, the better we can match your needs with job seekers' experience.

Enter the experience you want job seekers to have in this area. **If "Experience Required" is checked, job seekers must have at least the number of months specified.** Otherwise, job seekers with less experience may be referred.

	PRIMARY TASKS/SKILLS	MONTHS OF EXPERIENCE	EXPERIENCE REQUIRED
1			<input type="checkbox"/>
2			<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>

Additional information on job description attached