

Send your Job Posting to your local NCWorks Career Center

NCWorks Career Center serving your area:

Office E-Mail:

Office Fax No.:

The State of North Carolina Employer Accounts & Job Order policy requires all employers that wish to use the NCWorks Online system have an active unemployment insurance tax account. In addition, all job postings must advertise actual W-2 type positions that are currently vacant, or will be available within 90-days, and the work be performed in North Carolina or a county that immediately borders the state. For a full description of all the requirements, please find the complete policy here: <https://www.nccommerce.com/documents/operational-guidance-og-26-2021-employer-accounts-and-job-order-procedures>.

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| **Tell us about this position…** (Please complete ALL appropriate fields as we will not be able to post incomplete orders.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Is this a position related to a Foreign Labor Certification visa (H-2A, H-2B, or PERM)?  H-2A  H-2B  PERM  N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer (Company paying the wages): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Federal tax ID: | | | | | | | |
| Job Title/Occupation: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | NC UI tax ID: | | | | | | | |
| Has a similar job order previously been posted? | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | |
| Is this a Remote Worksite / Work at Home type position? | | | | | | | | | | | | | | | | | | Yes  No | | | | | | | | | | | | | | | | | | | |
| **Main/Corporate Contact Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Person: | | | | | | | | | | | | | | | | | | | | | | | | | | | Title: | | | | | | | | | | |
| *Mailing* Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | | | | | | | | | | | | | | | | | | | | | | | State: | | | | | | | | Zip: | | |
| Phone: | | | | | | | | | | | | | | | | | | | | Alternate Phone: | | | | | | | | | | | | | | | | | |
| Fax: | | | | | | | | | | | | | | | | | | | | Email: | | | | | | | | | | | | | | | | | |
| **Job Location/Worksite Information** (if different from above) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Location Contact Person: | | | | | | | | | | | | | | | | | | | | | | | | | | | Title: | | | | | | | | | | |
| *Physical* Address: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City: | | | | | | | | | | | | | | | | | | | | | | | | | | | State: | | | | | | | | Zip: | | |
| Phone: | | | | | | | | | | | | | | | | | | | | Alternate Phone: | | | | | | | | | | | | | | | | | |
| Fax: | | | | | | | | | | | | | | | | | | | | Email: | | | | | | | | | | | | | | | | | |
| **Job Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Display your company name on the Job Order (make it publicly available to jobseekers)?  Yes  No (No will require staff follow-up.) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are there any fees, upfront costs, or out-of-pocket expenses expected from an applicant seeking this position?  Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Number of Positions: | | | | | | | | | | | Keep Job Order Open Until: | | | | | | | | | | | | | | | | | Number of Referrals Desired: | | | | | | | | | |
| **Type of Job:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Regular | | | Temporary | | | | | | | | | Seasonal | | | | | | | Volunteer | | | | | | Contract [Length:      month(s)/year(s)] | | | | | | | | | | | | |
| Full-Time (30+ hours) | | | | | | | | | | Part-Time (<30 hours) | | | | | | | | | Full and Part-Time Positions | | | | | | | | | | | | | As Needed (PRN) | | | | | |
| **Compensation and Hours** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Do you wish to hide wage info from applicants?  Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hiring range? Minimum Pay:       Maximum Pay:       (MIN AND MAX are required) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Basis of salary/pay: | | | | Hour | | | | | | | Day | | | Week | | | Month | | | | | | Year | | | Quarter | | | | | Other - specify: | | | | | | |
| Pay comments:  Depends upon Experience  Commission only  Piece rate  Salary + Commission  Salary + Sign-On Bonus  Salary + Tips  Salary + Bonus  Per Diem only  Will discuss with applicant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hours per week?  Not specified  Vary  Are Specific (# per week =      ) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Shift: | | Day | | | | | | | Evening/Swing | | | | | | | Night/Graveyard | | | | | | | | Rotating | | | | | | | | | | | | | |
|  | | Split | | | | | | | Flexible | | | | | | | Other (Specified in Job Description) | | | | | | | | | | | | | | | | | | | | | |
| **Job Description**  Please provide a **detailed** job description of the position (including any specialized skills required). | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Job Application Method** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Check all the methods that individuals may use to apply for this job. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Apply via NCWorks Online (which will require follow-up by Employer via NCWO): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
|  | Provide a NCWO Resume | | | | | | | | | | | | Provide a NCWO (Generic) Application | | | | | | | | | | | | | | | | At local NCWorks Career Center | | | | | | | | |
|  | Apply ***directly*** to employer via: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  | Phone | | | | | | Fax | | | | | | In Person | | | | | | | | Email Resume | | | | | | | | Mail Resume | | | | | | | | |
|  | Via Company or application Website (include http:// or https://) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Any specific application instructions or details to share with candidates? | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Education, Licenses, and Certifications** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minimum age of applicants to this position, if any? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| This minimum age is due to the following: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alcohol | | | | | | | | Hazardous work/materials involved | | | | | | | | | | | | | | Hours of Work | | | | | | | | | | | | | | | |
| Insurance | | | | | | | | Other (Specified in Job Description) | | | | | | | | | | | | | | Special Program/Category | | | | | | | | | | | | | | Bonding | |
| Minimum education required, if any? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Minimum months of prior experience required, if any? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Occupational License/Certification Required? | | | | | | | | | | | | | | | Specify: | | | | | | | | | | | | | | | | | | | | | | |
| Is job accessible by public transportation?  Yes  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Driver’s License Required?  Yes (private operator)  Yes (CDL)  No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| If required, specify: | | | | | Driver’s License Type:  Class A  Class B  Class C | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Endorsements:  Class H  Class N  Class P  Class S  Class T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

