

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 |

