



ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

Fax Job Order Form

Complete all sections of this form.

Visit us at: www.jobs.state.ak.us

Please fax to:
1-888-398-9243
or your nearest
[Job Center.](#)

I am registered with the Alexsys System I am NOT registered with the Alexsys System

In order to establish a job order, please complete this form in its entirety.

Employer/Company Name: _____

Occupation Title: (Administrative Manager, Carpenter, Cashier, Housekeeping, Purchase Agent)

Location of Job: Address: _____

City: _____ State: _____ Zip: _____

Contact Information: Contact Person: _____ Phone: _____

FAX: _____ Email: _____

Job Details: Job Title: _____ # of open positions: _____

Date to display order: _____ Last date to display order: _____

Type of Job: Full Time (over 30 hours) Part Time (less than 30 hours)

Anticipated Job Duration: Over 150 Days 4 – 150 Days 1-3 Days

Does this job fall within any of the following Special Categories: Summer Youth Youth

Opportunity Grant Internship On the Job Training Seasonal Job Shadowing

Maximum # of applicants to consider at this time: _____

Job Duties and Skills: Do you wish to use the standard description of job duties? (yes/no)

If no, list the skills/duties you wish to use (include tools, equipment, software, typing, licenses, etc.):

Job Requirements: Minimum Age: _____ Years of Education: _____ Months Experience: _____

Does this position require a Driver's License? (yes/no) If yes, what type? _____

Does this position require a test? (yes/no) Type: _____

Employer will perform Job Center will perform other source will perform

Hiring Requirements: Drug Test/Screening Credit Background Reference

other (list) _____

Compensation and Hours: Minimum Salary: _____ Maximum Salary: (optional) _____

Salary Unit: ___ Hour ___ Day ___ Week ___ Month ___ Year ___ Quarterly ___ Other: _____

Pay Comments: ___ DOE (Depends on Experience) ___ Will Discuss ___ Salary + Commission

___ Other (list) _____

Supplemental Compensation offered. _____ (yes/no) Type: _____

Hours Per Week: _____ Shift: ___ Day ___ Swing ___ Night ___ Rotating ___ Split

Benefits Offered: _____

Is this job accessible by public transportation? _____ (yes/no)

Job Order Information to be displayed online:

___ Option 1 - Full job description and contact information will be displayed online.

___ Option 2 - No contact information is displayed online. Job seeker must apply through job center.

___ Option 3 - This job is not to be displayed online and is only available to job center staff

Job Application Method Accepted: How do you want applicants to apply? Instruct applicants to:

___ Apply using Online Resume ___ Apply in Person ___ Email

___ Call for Appointment ___ Fax ___ Mail

___ Apply at Job Center ___ Company Website: _____

Other Information:

Are you a Federal Contractor? _____ (yes/no)

Does a court ordered affirmative action plan require this job order? _____ (yes/no)