



EMPLOYMENT NOTICE

MAST Talent Pipeline Management (TPM) – *Electronic Job Notice Form*

Email Form To: tpm@mast-wny.com

Telephone: 716 - 450 - 9775

The information you provide on this form will help us understand your hiring needs and will assist us in communicating to our partners your employment need. Please fill out **one** Job Order Form for **each** job title and **email** the form via email address above to place notice. To enter text on the form, click in the field below and begin typing. Then tab or click to the next field to continue. **Checkmark boxes with an "x"**.

EMPLOYER INFORMATION

Today's Date:		Federal ID	State ID
Business Name:			
Address:			Would you like candidates to apply directly, without contacting the NYS Dept of Labor? <input type="checkbox"/> Yes-Unsuppressed = Co.name on internet <input type="checkbox"/> No-Suppressed = Candidate contact DOL
City	State:	Zip:	
Contact Person / Title:	Telephone #:	Fax #:	
URL Address	E-mail:		
Referral Method: (Select all that apply)	<input type="checkbox"/> Email	<input type="checkbox"/> On-Line	<input type="checkbox"/> Fax
	<input type="checkbox"/> Telephone	<input type="checkbox"/> Mail	<input type="checkbox"/> In Person
Type of Business:			

JOB INFORMATION

Job Title:	Job Location & Zip Code:	
How Many Openings?	Duration: <input type="checkbox"/> temporary <input type="checkbox"/> regular <input type="checkbox"/> seasonal	<input type="checkbox"/> Full time <input type="checkbox"/> Part time
Work days per week? (Check all that apply)	<input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
Hours per week:		
What Shift(s)?	<input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Varies <input type="checkbox"/> Other	Explain:
Level of Education required?	<input type="checkbox"/> Less than HS <input type="checkbox"/> GED <input type="checkbox"/> High School <input type="checkbox"/> Vocational Degree <input type="checkbox"/> Some College <input type="checkbox"/> Associate Degree <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Master Degree	<input type="checkbox"/> Doctoral Degree/Ph.D.
How many years Experience is required?	Years: Months:	Acceptable related experience: Would you accept a trainee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Pay Range:	Min. Pay \$ To Max. Pay \$	<input type="checkbox"/> Starting pay is negotiable depending on experience. <input type="checkbox"/> Minimum pay to start; maximum eventually.
Driver's License (Required for Job Duties)	<input type="checkbox"/> Yes <input type="checkbox"/> No Class: Regular (D) <input type="checkbox"/> OR CDL A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> E <input type="checkbox"/>	Own Car required for job: <input type="checkbox"/> Yes <input type="checkbox"/> No Bus Route <input type="checkbox"/> Yes <input type="checkbox"/> No Union Affiliation: <input type="checkbox"/> Yes <input type="checkbox"/> No
Benefits Available: (Check all that apply)	<input type="checkbox"/> Health Insurance <input type="checkbox"/> Holiday <input type="checkbox"/> Dental Insurance <input type="checkbox"/> Retirement/401k <input type="checkbox"/> Vacation <input type="checkbox"/> Clothing Allowance <input type="checkbox"/> Sick Leave <input type="checkbox"/> Child Care	Other hiring requirements conducted by employer: (check all that apply) <input type="checkbox"/> Drug Screening <input type="checkbox"/> Medical Exam <input type="checkbox"/> Reference Check <input type="checkbox"/> Criminal Background Check <input type="checkbox"/> Own Tools

**Job Description:
(Required)**

*A brief, but detailed
description, will result in
better qualified referrals.
(Attach company job
description if available)*