



## Fax Job Order Form

Complete all sections of this form.

Visit us at: [www.jobs.state.ak.us](http://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 the 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)