GUAM EMPLOYMENT SERVICE JOB ORDER

1. Job Order Number (By GES)  
2. Occupation Code-O*NET  
3. Occupational Job Title

4. Employer Name

5. Employer Mailing Address (ST or Box. No.) Zip Code

6. Employer Business Address Location

7. Emplyr Name and Title (Employer Hiring Authority)

8. Emplyr Telephone  
9. Emplyr Cell  
10. Job Order Teker (By GES)

Emplyr Fax  
Emplyr E-Mail  
Time: (By GES)

11. Interview: Day/Time (By GES)  
Monday Through Friday  
12. Date/Time Closed (By GES)

13. Job Order Date (By GES)  
14. Category  
15. NCAIS Code  
16. Ownership

17. Openings:  
a. NUMBER  
b. SOURCE  
( ) Local  
( ) Mandatory (Petitions)  
( ) On-Line Website

18. Employment Eligibility  
( ) May consider Trades Helper  
( ) May consider General Helper  
( ) May consider Jobs any Entry Level

19. Number  
20. Duration  
( ) 1-3 days  
( ) 10 days  
( ) 30 days  
( ) 60 days  
( ) 150 days

21. Pay ($/Cents)

22. Pay Unit  
( ) Hour  
( ) Month  
( ) Day  
( ) Year  
( ) Week  
( ) Other

23. Hours Worked

Per Week:

Working Hours:

Days:

Specify:  
( ) Full-Time  
( ) Part-Time  
( ) Temporary

24. Number Months Experience  
25. Number Months Education  
26. Number Basic Eligibility  
27. Interviewed By  
28. Special Job Requirements

( ) 6 Mos  
( ) 12 High School  
( ) 18 Years or Older  
( ) GES  
( ) College  
( ) Other  
( ) Employer  
( ) Other  
( ) College Pursuing  
( ) Other

( ) Police/Court Clearance

( ) Valid Operator's Chauffeur's License/Type:

( ) Business License and EIN Number

( ) Must be able to speak, read, and write English

( ) Other Services

29. JOB SUMMARY: Enter Remarks and Special Requirements.

30. PHYSICAL DEMANDS

[ ] Standing  [ ] Lifting  ( ) Exerting 20-50 lbs.  ( ) Exerting 50-100 lbs.  ( ) Exerting 100 lbs. +

[ ] Walking  [ ] Carrying

[ ] Sitting  [ ] Pushing

31. JOB ORDER ID (Website)

32. VERIFICATION

33. JOB ORDER STATUS

34. REASON

35. EMPLOYER'S CONTACT REPRESENTATIVE OR ATTORNEY:

Type of Certification

Name:

Telephone:

Cell Telephone:

Other Telephone Contact:

36. GES REFERENCE NO:

37. TRANSMITTAL DATE TO EMPLOYER