

GUAM EMPLOYMENT SERVICE JOB ORDER

1. Job Order Number (BY GES)			2. Occupation Code-O-NET			3. Occupational Job Title					
4. Employer Name			7. Emplr Name and Title (Employer Hiring Authority)								
			8. Emplr Telephone		9. Emplr Cell		10. Job Order Taker (By GES)				
			Emplr Fax		Emplr E-Mail		Time: (By GES)				
5. Employer Mailing Address (St. or Box. No.) Zip Code			11. Interview: Day/Time (By GES) Monday Through Friday Time: _____			12. Date/Time Closed (By GES)					
6. Employer Business Address Location						13. Job Order Date (By GES)			14. Category	15. NCAIS Code	16. Ownership
19. Number To Refer (By GES)		20. Duration		21. Pay (\$/Cents)					22. Pay Unit		23. Hours Worked
( ) 6 Mos ( ) 1 Year ( ) 2 Years ( ) 3 Years		( ) 1-3 days ( ) 10 days ( ) 30 days ( ) 60 days ( ) 150 days		( ) 18 Years or Older ( ) Other		( ) Hour ( ) Day ( ) Week		( ) Month ( ) Year ( ) Other		( ) May consider Trades Helper ( ) May consider General Helper ( ) May consider Jobs any Entry Level	
( ) 6 Mos ( ) 1 Year ( ) 2 Years ( ) 3 Years		( ) 12 High School ( ) College ( ) College Foreign ( ) Other		( ) 18 Years or Older ( ) Other		( ) GES ( ) Employer ( ) 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		( ) May consider Trades Helper ( ) May consider General Helper ( ) May consider Jobs any Entry Level	
29. JOB SUMMARY- Enter Remarks and Special Requirements.                      											
30. PHYSICAL DEMANDS			<input type="checkbox"/> Standing <input type="checkbox"/> Lifting <input type="checkbox"/> Exerting 20-50 lbs. <input type="checkbox"/> Exerting 50-100 lbs. <input type="checkbox"/> Exerting 100 lbs. + <input type="checkbox"/> Walking <input type="checkbox"/> Carrying <input type="checkbox"/> Sitting <input type="checkbox"/> Pushing								
31. JOB ORDER ID (Website)		32. VERIFICATION		33. JOB ORDER STATUS		34. REASON		35. EMPLOYER'S CONTACT REPRESENTATIVE OR ATTORNEY:		36. GES REFERENCE NO:	
_____		_____ Referrals _____ Placements _____ Openings _____ Other		_____ Job Developed _____ Federal Project _____ Gov-Guam Project _____ Local		Type of Certification  _____ Importation _____ Extension _____ Perm _____ Local		Name: _____ Telephone: _____ Cell Telephone: _____ Other Telephone Contact: _____		37. TRANSMITTAL DATE TO EMPLOYER	