



APPLICANT REFERRAL REQUEST

Dear Employer:

Thank you for your interest in our Job Bank.

We want to understand your business and your needs so we can provide you excellent referral service. Completing the requested information as thoroughly as possible helps us serve you better. If you have questions or need assistance, please call our Job Bank at (808) 586-8705. Fax your completed form to (808) 586-8724 or return it by e-mail to the sender. Submittals are subject to our suitability standards. Accepted postings will appear in the Hawaii Job Bank (<http://web0.dlir.state.hi.us>) and America's Job Bank (www.ajb.dni.us).

We will contact you if we need more information or to check on our referrals. We welcome feedback from you and may ask you to participate in our Customer Satisfaction Survey. Thank you for choosing our Job Bank services.

Date: _____

COMPANY INFORMATION

Company Name		• Federal Employer ID Number •	
Legal Name		• Hawaii General Excise Tax License •	
Mailing Address (street/box, city, state, zip code)			
Physical Address (street, city, state, zip code)			
Phone ()	Alternate Phone ()	Fax ()	
E-mail		Website	
Federal Contractor Job Listing? () Yes () No			
Type of Business / Industry			
Your Products / Services			
Number of Employees	Company Motto or Keywords		

JOB INFORMATION

Job Title	Number of Openings	<u>Duration of Job</u> () Regular
Days of Work		() Temporary Will last _____ months _____ weeks
Number of Hours Per Week		() Called as needed
Start and End Times		Approx no of hrs/wk ()
Pay Rate		

Benefits for this Position (<i>medical? vacation? etc?</i>)
Work Attire (<i>business casual? formal? shorts? company uniform?</i>)

<u>Job Site</u> Address	Worker's Parking Available? Location	Distance from Nearest Bus Stop (2 blocks?)
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<u>Summary Description of Job</u> (<i>10 words or less</i>)

Essential Tasks of the Position (<i>e.g., deliver merchandise on schedule; produce complex documents using MS Word 2000</i>)

Skills and Knowledge Required to Successfully Perform This Job (<i>e.g., extensive familiarity with Oahu streets & neighborhoods; proficiency in <u>all</u> MS Office software; ability to compute discount prices</i>)

Licenses / Certifications Required (<i>e.g., valid driver's license; Hawaii nurse aide certification; CDL-A</i>)

Education Required (<i>High school graduate? Less than high school? Bachelor's degree? In what discipline?</i>)

Experience Required *(How many months or years? Or will you balance experience with education? Please explain.)*

Environmental Conditions *(Indoors air-conditioned? Outside hot dusty?)*

Physical Capabilities Required *(On feet all day? Able to lift 75 pounds one-half of work shift?)*

Other Requirements *(Must provide own tools? Must use own insured vehicle?)*

How to Apply *(Fax resume? In person to complete application? Call for appointment? When?)*

Any special instructions?

Deadline to apply? *(Or keep open until filled?)*

Contact Person for this Job
Name

Title

Phone Fax E-mail

Complete as Word document, or please use black ink and firm pressure.

The Department of Labor and Industrial Relations, Workforce Development Division, and Oahu WorkLinks are Equal Opportunity Employers / Program Managers. Auxiliary aids and services are available upon request. Call Diane Sakumoto at 808-586-8705 (voice) or 1-877-447-5990 (TTY) to request assistance.