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| --- | --- | --- |
| I:\WDDP&T\Veterans and Direct Svcs\FLC\SOP\Logo-BW no txt.jpgDWS-EI 59-FLC | State of Utah |  |
| Rev. 04/2014 | Department of Workforce Services |
|  | **FOREIGN LABOR CERTIFICATION - JOB ORDER FORM** |
| Four Ways to Submit a Job Order  |
| * E-mail: postajob@utah.gov (Please reference FLC in the subject line.)
* FAX: 1-801-526-9633
* Phone: 1-888-920-WORK (9675)
 | * Mail: Department of Workforce Services

 Foreign Labor Certification PO Box 45249 SLC, UT 84145-0249 |
| **♦ EMPLOYER INFORMATION:** |
| Company Name: |        | Contact Name: |        |
| Street Address: |        |
| City: |        | State: |     | Zip Code: |        |
| Phone #: |  (   )   -     | Fax #: |  (   )   -     |
| Email Address: |        | Federal ID# (FEIN): |        |
| Job Site Location: |        |
| **♦ Job Title:** |        | **Number of Openings:** |      |
| **♦ Job Description** (Tasks, duties, responsibilities): |        |
|       |
|       |
|       |
| **♦ Job Details:** | [ ]  H-2B / [ ]  PERM |
| Salary: | From | $      | To | $      | ([ ] Hourly/[ ] Monthly/[ ] Yearly) | Benefits: | [ ]  Yes / [ ]  No |
| Hours: | From |       | ([ ] am/[ ] pm) | To |       | ([ ] am/[ ] pm) |
| Shifts (Check all that apply): | [ ]  Day / [ ]  Swing / [ ]  Graveyard / [ ]  Rotating |
| Work:  | [ ]  Full-Time / [ ]  Part-Time / [ ]  Seasonal / [ ]  Temporary |
| Days Off: | [ ]  Sat / [ ]  Sun / [ ]  Mon / [ ]  Tues / [ ]  Wed / [ ]  Thurs / [ ]  Fri |
| Dates Of Need / Closing Date: | From |       | To |       |  |
| Referral Instructions (How would you like applicants to apply?): |       |
|       |
| **♦ Job Requirements:** (Must be bona fide qualifications required to perform the job.) |
| Experience: |     | ([ ] Years / [ ] Months) | Age: |    | To |    | Lifting (lbs.): |     |  |
| Vehicle Required? | [ ]  Yes / [ ]  No | Driver’s License? | [ ]  Yes / [ ]  No | License Type: | [ ]  A / [ ]  B / [ ]  C / [ ]  D  |
| Endorsements: | [ ]  H / [ ]  M / [ ]  N / [ ]  P / [ ]  S / [ ]  T / [ ]  X / [ ]  Z |
| Education: | [ ]  None / [ ]  GED / [ ]  HS / [ ]  AA/AS / [ ]  BA/BS / [ ]  MA/MS / [ ]  PhD / [ ]  Certified or Licensed: |       |
| Computer Skills / Knowledge: |       |
|       |
| Special Machinery / Tools / Knowledge: |       |
|       |

***Equal Opportunity Employer Program***

Auxiliary aids and services are available upon request to individuals with disabilities by calling (801) 526-9240. Individuals

with speech and/or hearing impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162