



Instructions for Employer Job Order Request Fillable Form

A separate Job Order Request Form should be used for each type of job; however, several openings for the same type of job can be included in one Employer Job Order Request Form.

To assist with identifying the most qualified job seekers for your opening(s), answer each question that pertains to your company and the job opening. Missing information may result in a delay of the job order(s) being posted on the website.

Please review the Job Order Request Form to ensure it is complete. Use the "Form Complete?" button to verify required entries have been made.

For your convenience, the form can be saved to your computer so it can be emailed. Use File-Save As from the top toolbar to save the form. Users of Adobe Acrobat Professional software should avoid the Save a Copy feature.

Completed Job Order Request Forms can be faxed or emailed as an attachment to your local Georgia Department of Labor (GDOL) Career Center contact.

If this is your first time utilizing our services, the form(s) should be emailed to Jobs4GA@dol.state.ga.us. Please review your email settings to ensure responses from Jobs4GA are not blocked or re-directed to a junk, bulk, or spam folder.

If email is not an option, the form(s) may be faxed to 404-232-3028. Your request will be forwarded to the GDOL Career Center nearest your job location.

To avoid duplication, use only one method (email or fax) to submit forms.

If you are a federal contractor, your obligation to be in compliance with your contract will be met once your Job Order Request Form has been received and the job order has been posted.

To protect employers and job seekers, job order requests must meet specific criteria. Job orders must be:

- submitted by the employer or someone with authorization from the employer to submit the posting
- submitted by a legitimate business
- submitted for purposes that do not violate federal or state laws or regulations
- detailed and clearly state the nature and requirements of the job or the qualifications required of applicants. Postings may not contain false, inaccurate, or misleading information.
- for a bona fide job opening. If the posting is to increase applicant files for future use, and there is no anticipated hire date, employers are required to disclose this in the posting.

Failure to comply with GDOL policy and/or federal employment laws and regulations will result in the loss of future postings. Federal violations may be subject to penalties and fines.