

FAX IT!
Send your Job Posting to your local
Workforce Career Center



Workforce Office serving your area:
 Office E-Mail:

Date: _____
 Office Fax No.: _____

Tell us about this position... (please complete ALL sections, as we will not be able to post incomplete orders)		
Company Name: Hamlin Roofing		Federal I.D.: 560903471
Job Title: General Laborer		
Is this a new job posting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Has a similar/identical job order previously been submitted for this occupation? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No
* If yes, may a staff member contact you regarding an expedited means of posting similar positions? Please indicate your contact information below and fax this form back to the Workforce Office. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(The remaining form need then only indicate CHANGES from the previous order.)</i>		
Main/Corporate Contact Information		
Contact Person: JB Davis		Title: Director of Business Development
Mailing Address: 1411 West Garner Road		
City: Garner		State: NC Zip: 27529
Phone: 9197728780		Alternate Phone:
Fax:		Email: jbdavis@hamlin.com
Job Location Information (if different from above)		
Job Location Contact Person:		Title:
Physical Address:		
City:		State: Zip:
Phone:		Alternate Phone:
Fax:		Email:
Display online to job seekers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - <i>Please note that this job will not be displayed in online job search results and job seekers will NOT be able to apply directly online to this job. Only staff will be able to view the job and make referrals.</i>	Display your company name? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Have our staff screen your applicants? <input checked="" type="checkbox"/> Yes - <i>If yes, require the applicant to meet the staff member that is screening?</i> <input type="checkbox"/> Yes; <input type="checkbox"/> No <input type="checkbox"/> No
Career Readiness Certification Required: <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input checked="" type="checkbox"/> N/A		
Occupational Licenses/Certifications Specify: <input type="checkbox"/> Required <input type="checkbox"/> Preferred		
Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.		
How would you like DWS to contact you?		
<input type="checkbox"/> Internal Message (through NCWorks Online) <input checked="" type="checkbox"/> Email <input type="checkbox"/> Text Message (If Available) <input type="checkbox"/> Text Message Notification (If Available) <input type="checkbox"/> Mass Mail <input type="checkbox"/> Fax		
Company Information:		
Industry Title: General Roofing Labor		No. of Employees: 20
Type of Employer: <input checked="" type="checkbox"/> Private Sector <input type="checkbox"/> State Government <input type="checkbox"/> Local Government <input type="checkbox"/> Federal Government <input type="checkbox"/> International/Foreign Gov. <input type="checkbox"/> Non-Profit <input type="checkbox"/> Education (Higher) <input type="checkbox"/> Education (K-12)		
Job Details		
Number of Positions: 20	Keep Job Order Open Until: 09/24/2019 <i>(Cannot exceed 60 days without notifying Workforce Office)</i>	Number of Referrals Desired:
Type of Job:		
<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Contract [Length: month(s)/year(s)] <input checked="" type="checkbox"/> Full-Time (30+ hours) <input type="checkbox"/> Part-Time (<30 hours) <input type="checkbox"/> Full and Part-Time Positions <input type="checkbox"/> As Needed (PRN)		

Job Summary

Please provide a **detailed** job description of the position (including any specialized skills required).

(PLEASE PRINT)

Hamlin Companies is hiring 20 general laborers for roofing for a full time temporary position for the following counties: Wake, Edgecombe, Nash, Orange, Durham, and Chatham. The worker(s) will complete entry-level roofing work. General responsibilities including but not limited to setup and removal of equipment, assist with transportation, installations, and removal of materials. Employer will provide without charge/fees all tools, supplies, and equipment necessary. Must be able to climb ladder, bend, lift, etc., in the North Carolina climate conditions. Work to begin October 9, 2019 and end August 9, 2020. Employees expected daily schedule from 8:00am - 4:00pm. Pay will be \$18.59 per hour as determined by a PWD and single work week computing will be used. Should overtime pay be required, pay will be \$27.89 per hour. Typically paychecks will be issued on either Thursday or Friday each week but may be issued every two weeks rather than weekly. The Employer will make all deductions from the worker's paycheck that are required by law.

As applicable, the employer will reimburse in the first work week all visa, visa processing, border crossing and other related fees, as mandated by the government and not exceeding the mandated reimbursements.

If the worker completes 50% of the work contract period, employer will reimburse the worker for transportation and subsistence. Upon completion of the work contract or where the worker is dismissed earlier, employer will provide or pay for worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily subsistence will be provided at a rate of \$12.46 per day during travel to a maximum of \$55.00 per day with receipts. Employer requires a drug test pre-hire.

Inquire at your nearest Career/Workforce Center or send resume to NCWorks Career Center- Capital Area (Raleigh), 1830-B Tillery Place, Raleigh, NC 27604. Phone: 919-715-0111. Reference JO#

The Employer wishes to receive resumes from potential applicants who come to the Career Center(s) by e-mail at ncsiding@hotmail.com.

Hiring Requirements

Check hiring requirements for this job, if any: Drug Test Background Check Credit Check
 Reference Check Motor Vehicle Record Check Other - specify:

Testing Requirement: Employer will perform Other Source will perform testing

Provide a brief description of the testing being performed and the collection method(s):

Education, Licenses, and Certifications

Minimum age of applicants to this position, if any? 18

This minimum age is due to the following:

Alcohol Hazardous work/materials involved Hours of Work
 Insurance Other (Specified in Job Summary) Special Program/Category Bonding

Minimum education required, if any: NA

Minimum months of prior experience required, if any? NA

Is job accessible by public transportation: Yes No

Driver's License Required: Yes (operator) Yes (CDL) No

Driver's License Type Required: Class A Class B Class C N/A

Endorsements: Class H Class N Class P Class S Class T No Endorsements Required

Compensation and Hours

Hiring range (required)? Minimum Pay: 18.59 Maximum Pay: 18.59 Display to Jobseekers? Yes No

Basis of salary/pay: Hour Day Week Month Year Quarter Other - specify:

Pay comments: Depends upon Experience Commission only Salary + Commission
 Piece rate Salary + Tips Salary + Bonus Per Diem only Will discuss with applicant

Hours per week? Not specified Vary Are Specific (# per week =)

Shift: Day Evening/Swing Night/Graveyard Rotating Split Other (Specified in Job Summary)

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Benefits Offered

Please list benefits that you plan to offer to the incumbent, if any:

Job Application Methods Accepted

Check the methods that individuals may use to apply for this job:

- Provide a NCWORKS Online Resume (recommended) Provide a NCWORKS Online Application At nearest Workforce Office
 Directly to employer via: Phone In Person Email Resume Mail Resume
 Via Company Website http://

Additional Information

Is this a Green Job? Yes No

Are you a Federal Contractor? Yes No

Does a court ordered affirmative action plan require posting this job order? Yes No

Does this job order require security clearance? Yes No

Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States? Yes No Not Specified

Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this position? **In order for an employer to use NCWorks Online, no fee may be charged to a job applicant.** Yes No