

DJL Job Order Request Form
Please FAX To Your Dover One-Stop Center

Delaware Department of Labor
Division of Employment and Training
Dover Fax: (302) 739-6485

If you would like to contact me directly or email the job order to me, I am located in the Dover Office and can be reached directly by:

Phone: (302) 857-5862 or by email:

Jennifer.Jurczak@state.de.us

Company or Agency Name:

George Elyonich, Inc.

Address:

150 Lafferty Lane

City, State

Dover DE

Zip

19901

MUST PROVIDE Federal Employer Identification Number:

51-0356469

MUST PROVIDE State Unemployment Tax ID Number:

193216

Contact Person:

Kate Murphy

Contact's Title:

HR Manager

Tel:

302-342-3136

Fax:

302-269-0479

Email:

kmurphy@geolyn.com

Website Address:

www.geolyn.com

Company Description (Please include services and/or goods your company produces or carries:

Infrastructure Contractor

Job Order Information:

Job Title:

Laborer = general, Pipe layer, Mechanical, Hot mix, concrete.

How many open positions:

10

How to Apply (Please circle all that apply)

Email

Fax

In Person

Through Website

Fax, email, address, and web address to apply:

Job Location:

150 Lafferty Lane, Dover DE 19901

Required Education Level:

N/A

Years Experience:

Are you willing to accept a trainee? _____

Will you accept job related experience? Yes

If yes, specify type of experience: _____

Temporary or Permanent Position: Permanent If Temp, how long: _____

Full Time or Part Time: Full Number of Hours each week: 40+

Day/Night Start Time (be sure to specify a.m. or p.m.) Time VARIOUS End Time: VARIOUS

Other Shift Schedules if applicable: _____

Days of Work Week: S if needed M T W TH F S if needed

Salary range: From 15.00 to 19.00 Per hour or year: _____

Description and Duties of the Job:
Please see job Description

Specific Talents (skill) Requirements, Essential Job Functions and Occupational Qualifications Required: Please see job Description

Drivers License Requirements if applicable: Yes

Accessible by public Transportation: _____ Travel required: Yes - throughout DE and Eastern Shore, MD

Drug Testing: Yes Background Check: NO

Benefits: Medical Plan: Yes Medical Insurance Company name: Highmark

Dental Plan: Yes Dental Insurance Company name: Sunlife

Additional Benefits: Life Insurance Yes Paid Vacation Yes Retirement Plan _____

Disability Yes Incentive Pay/Bonus Yes Tuition Reimbursement Yes

401 K Plan Yes Company vehicle _____ Expense Account PER APPROVAL

Miscellaneous Benefits: We offer employees Supplemental Ins. through Colonial Wellness Reimbursement \$500.00

GEORGE & LYNCH, INC.

Job Description Form

Job Description	General Labor
Reporting Manager	Foreman or Lead Man
Education Requirement	No Requirements
Physical Requirement	Able to pick up 50 lbs./Move full range of motions/cable of using hand and mechanical tools

Base Wage	Type of position:	Hours 40+ / week
\$12.50 to \$14.00	<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Day Time 5 am to 5 pm
Next Level	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Afterhours 5 pm to 5 am
Skilled Labor	<input checked="" type="checkbox"/> Seasonal Lay-Off	<input checked="" type="checkbox"/> Saturday, Sundays, & Holidays
	<input type="checkbox"/> Intern	

GENERAL DESCRIPTION

- Must report to work each day as scheduled by Foreman on time and ready to work.
 - Employee shall call Foreman if they are to miss day or report late.
- Must wear required safety clothing and personal safety equipment as required per daily situation.
- Work is basically geared toward manual labor.
 - Using but not limited to hand tools aka shovels, hammers, stakes, measuring devises, and bars.
 - Using but not limited to mechanical tools aka walk behind equipment, compaction tools, and jack hammers.
- Must actively strive to learn how to read rulers and construction layout markings.

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Physical Requirement	Able to pick up 50 lbs./Move full range of motions/cable of using hand and mechanical tools
REVIEWED BY	<i>Title</i>