

Employment Service Offices

Phoenix Area

•North
9801 N. 7th St.
Phone: 602-861-0208
Fax: 602-678-1865
northphoenixjobservice@azdes.gov

•West
3406 N. 51st Ave.
Phone: 623-245-6200
Fax: 623-247-6435
Westvalleyjobservice@azdes.gov

•Southwest
1840 N. 95th Ave.,
Suite 160
Phone: 602-372-4200
Fax: 602-372-4290
southwestvalleyjobservice@azdes.gov

East
163 N. Dobson Road
Phone: 480-962-7678
Fax: 480-834-1655
Mesajobservice@azdes.gov

Central
4635 S. Central Ave.
Phone: 602-771-0630
Fax: 602-304-5201
southmountainjobservice@azdes.gov

•Gilbert
735 N. Gilbert Road,
Suite 134
Phone: 602-372-9700
Fax: 602-372-9794

Tucson Job Orders

Job Order Phone:
520-584-8172
Fax: 520-584-9567
tucemployerbank@azdes.gov

Tucson Locations & Phone Numbers

East
5441 E. 22nd St., Suite
Suite 100
Phone: 520-584-8226

South
195 W. Irvington Road
Phone: 520-741-7188

• Rio Nuevo
340 N. Commerce
Park Loop
Phone: 520-798-0500

North
316 W. Ft. Lowell Road
520-293-1919

• Kino Center
2797 E. Ajo Way
Tucson, AZ 85713
520-243-6729

Statewide Offices

Bullhead City
2601 Highway 95
Phone: 928-763-4154
Fax: 928-763-1526

• Casa Grande
1015 E. Florence Blvd.
Phone: 520-374-3020
Fax: 520-374-3025

• Cottonwood
1500 E. Cherry St., Suite F
Phone: 928-634-3337
Fax: 928-634-8258

• Douglas
1706 E. 10th St.
Phone: 520-364-8906
Fax: 520-364-8926

• Eagar
74 N. Main St., Suite 6
Phone: 928-333-3161
Fax: 928-333-3461

• Flagstaff
397 Malpais Lane, Suite 9
Phone: 928-779-4557
Fax: 928-774-4943

• Globe
5515 S. Apache Ave., Suite 200
Phone: 928-425-7631
Fax: 928-402-4323

Kingman
301 Pine St.
Phone: 928-753-4333
Fax: 928-753-6746

Lake Havasu City
228 London Bridge Road
Phone: 928-854-0354
Fax: 928-680-7849

• Nogales
610 N. Morley Ave.
Phone: 520-375-7670
Fax: 520-375-8132

Page
1057 W. Vista Ave.
Phone: 928-645-5201
Fax: 928-645-3744

Parker
1032 Hopi Ave.
Phone: 928-669-6755
Fax: 928-669-8675

Payson
100 E. Tonto St., Suite 100
Phone: 928-468-9831
Fax: 928-468-9856

Prescott
1519 W. Gurley St., Suite 6
Phone: 928-277-2820
Fax: 928-277-2797

• Indicates Arizona Workforce Connection
Comprehensive One Stop Centers

Prescott Valley
3274 Bob Drive
Phone: 928-277-2600
Fax: 928-775-0051

Safford
1938 W. Thatcher Blvd.
Phone: 928-428-2911
Fax: 928-428-5049

San Luis
1950 E. Juan Sanchez
Blvd., Suite J
Phone: 928-627-9439
Fax: 928-627-9805

• Show Low
2500 E. Cooley St., Suite 410
Phone: 928-532-1516
Fax: 928-532-4364

• Sierra Vista
1843 Paseo San Luis
Phone: 520-458-9309
Fax: 520-458-4786

Tuba City
130 S. Main St.
Phone: 928-283-5201
Fax: 928-283-4435

Willcox
256 S. Curtis Ave.
Phone: 520-384-3585

Window Rock
54-B Highway 264
Phone: 928-871-4131
Fax: 928-871-4130

• Winslow
319 E. 3rd St.
Phone: 928-289-4644
Fax: 928-289-0450

Yuma
1185 Redondo Center Drive
Phone: 928-247-8740
Fax: 928-373-9231

Services Designed for Employers

- Employee recruitment, prescreening and referral of qualified job seekers
- National, state and local recruitment
- National Labor Exchange
- AZ Rapid Reemployment Initiative
- Job fairs, informational workshops, employer seminars
- Tax credit information
- Labor market information
- Labor law compliance information
- Special recruitment services
- Rapid response for layoffs of 50 or more workers
- Veterans' services

To place a job order

- Call or visit one of our offices
- Fax or mail the **Job Order** form on the reverse side to an office near you
- Place a job order online at:
<https://azjobconnection.gov>.

Special services

If you need services designed especially for your company, call an Employment Specialist at an Employment Service office near you **OR** visit the DES Employer's webpage at:
<http://www.azdes.gov/employment>.
For out-of-state job postings, visit:
<http://us.jobs>



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

Employment Service

Arizona's Job Connection



Services

for

Employers



DirectEmployers
a nonprofit association of employers



ARIZONA DEPARTMENT OF ECONOMIC SECURITY
Employment Administration

JOB ORDER

By submitting a job order, you agree to your company's information being shared with the Direct Employers Association.

(Please be as detailed as possible)

Federal Employer Identification No. (FEIN): _____

Employer/Company Name: _____ E-mail Address: _____

Address (No., Street): _____

City: _____ State: _____ Zip: _____

Contact Person (First and Last Name): _____

Phone No. : _____ Fax No.: _____ Other: _____

Type of Business: _____ Job Location: _____

Position Title: _____ Number of Openings: _____

Experience Required (Months/Years): _____ Number of Hours Per Week: _____ Overtime Possible? Yes No

Is Position Considered (Check one): Permanent or Temporary (How long?): _____

Education Requirements (Years, diplomas, certifications): _____

Description of Job Duties (Work performed, equipment, etc.): _____

Minimum Qualifications

Will there be On the Job Training? Yes No

Do you require a valid driver's license? Yes No CDL Class: A B Hazmat

Transportation Provided? Yes No

How to apply: Call for Appointment Mail Resume Fax Resume

Apply in Person (Days and Hours): _____ Other: _____

Do you require: Background Check? Drug Testing? References?

Days and Hours to be Worked: _____

Salary: _____ DOE: _____ Benefits: _____

DOES YOUR COMPANY HAVE ANY CONTRACTS WITH THE FEDERAL GOVERNMENT? Yes No

BROADCAST ORDER: Yes No Does your company potentially plan to file an H-2B application? Yes No

BROADCAST is defined as Disclosure Type. You may select:

- 1) **Public** – Potential employees will see all job information, including all contact information.
- 2) **Public Limited** – Potential employees will see all job information except company information. They can respond to your ad through a confidential link provide to them.
- 3) **Private** – Job does not display to the potential employees but is available to AZ Job Connection.

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. Auxiliary aids and services are available upon request to individuals with disabilities. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact your local office manager; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.