



You can post your jobs throughout the Minnesota WorkForce Center System via the Internet by using MinnesotaWorks ([www.minnesotaworks.net](http://www.minnesotaworks.net)). If you wish us to enter the job for you, fill out this form and fax it to 218.739.7496 or mail it to Minnesota WorkForce Center - Fergus Falls, Lincoln Center, 125 W Lincoln Avenue, Suite 1, Fergus Falls, MN 56537.

PLEASE FILL IN EVERY LINE THAT PERTAINS TO YOUR JOB ORDER.

TYPE OR PRINT

Company Name		MN Unemployment Insurance Employer Account #								
Address										
City		State		ZIP Code		County				
If work location is other than the above, specify the city and ZIP Code										
Phone				Fax						
Email										
Contact Person				Email						
Address (if other than above)										
City		State		ZIP Code		Phone	Fax			
Title of Opening (one per posting)										
Deadline for Applying						# of Openings				
How do you want people to apply? (circle)		Telephone		Email	In Person	Fax	Postal Mail			
Hours per Week				Duration (circle)	FT	PT	Temporary (circle)	Yes	No	
Days of Week Worked (circle)		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Varies	
Work Hours		1 <sup>st</sup> Shift		2 <sup>nd</sup> Shift		3 <sup>rd</sup> Shift		Varies		
Education Required (specify discipline)				Experience Required		None	# of Months			
Job Near a Bus Line? (circle)		Yes	No							
Starting Pay Range		\$	To	\$	(circle)	Hour	Week	Year		
Test Required (circle)		Yes	No	Typing -		WPM Minimum	Drug	Physical	Other (specify)	
Licenses or Certifications Needed										
Benefits		Health	Dental	Vacation		Sick Leave		Holidays	401K	Childcare
Necessary Skills										
Job Duties										

(If more space is needed, attach an extra sheet, but be brief.)