



You can post your jobs throughout the Minnesota WorkForce Center System via the Internet by using MinnesotaWorks (www.minnesotaworks.net). If you wish us to enter the job for you, fill out this form and fax it to 320.762.7530 or mail it to Minnesota WorkForce Center - Alexandria, 303 22nd Avenue West, Suite 107, Alexandria, MN 56308.

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

TYPE OR PRINT

Company Name	MN Unemployment Insurance Employer Account #
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Address

City	State	ZIP Code	County
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If work location is other than the above, specify the city and ZIP Code

Phone	Fax
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Email

Contact Person	Email
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Address (if other than above)

City	State	ZIP Code	Phone	Fax
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Title of Opening (one per posting)

Deadline for Applying	# of Openings
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How do you want people to apply? (circle)	Telephone	Email	In Person	Fax	Postal Mail
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Hours per Week	Duration (circle) FT PT Temporary (circle) Yes No
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Days of Week Worked (circle)	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Varies
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Work Hours	1 st Shift	2 nd Shift	3 rd Shift	Varies
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Education Required (specify discipline)	Experience Required	None	# of Months
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Job Near a Bus Line? (circle)	Yes	No
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Starting Pay Range	\$	To	\$	(circle)	Hour	Week	Year
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Test Required (circle)	Yes	No	Typing -	WPM Minimum	Drug	Physical	Other (specify)
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Licenses or Certifications Needed

Benefits	Health	Dental	Vacation	Sick Leave	Holidays	401K	Childcare
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Necessary Skills

Job Duties

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