



# EMPLOYER JOB ORDER FORM

Crookston WorkForce Center  
 Phone: 218-281-6020  
 Fax: 218-281-6025  
 Website: [www.minnesotaworks.net](http://www.minnesotaworks.net)

**NOTE: EMPLOYERS ARE ENCOURAGE TO APPLY ONLINE AT [WWW.MINNESOTAWORKS.NET](http://WWW.MINNESOTAWORKS.NET) TO OPEN, EDIT, SUSPEND OR CLOSE JOB ORDERS.**

EMPLOYER NAME: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_  
 JOB LOCATION: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY, STATE, ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

IS THIS JOB LOCATED ON A PUBLIC TRANSPORTATION ROUTE: (circle) YES NO

JOB TITLE: \_\_\_\_\_

HOW TO APPLY: (circle) IN PERSON PHONE RESUME E-MAIL FAX

CLOSE JOB IN (Number of days): (circle) 15 30

JOB DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REQUIRED SKILLS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- NUMBER OF OPENINGS: \_\_\_\_\_
- WORK DAYS: (circle)  
 SUN MON TUE WED THU FRI SAT
- WORK TYPE: (circle)  
 REGULAR TEMPORARY FULL-TIME PART-TIME
- SHIFT: (circle)  
 VARIES ROTATING SPLIT  
 THIRD (NIGHT) SECOND (EVENING) FIRST (DAY)
- HOURS PER WEEK: \_\_\_\_\_

- DRIVER'S LICENSE REQUIRED: (circle)  
 CLASS A CLASS B CLASS C CLASS D NONE
- ENDORSEMENTS: (circle all that apply)  
 TANKER AIRBRAKES DOUBLE TRAILER  
 HAZARDOUS MATERIAL BUS MOTORCYCLE  
 PASSENGER TRANSPORT

If a special license or certification is required, please list:  
 \_\_\_\_\_

- MINIMUM EDUCATION: (check one)
  - LESS THAN HIGH SCHOOL
  - HIGH SCHOOL DIPLOMA OR G.E.D.
  - VOCATIONAL TRAINING
  - ASSOCIATES
  - BACHELORS
  - MASTERS

- DRUG TESTING REQUIRED: (circle) YES NO
- PHYSICAL REQUIRED: (circle) YES NO
- SALARY RANGE OFFERED:  
 MIN \$ \_\_\_\_\_ MAX \$ \_\_\_\_\_ PER \_\_\_\_\_  
 DOES THIS JOB PAY COMMISSION: (circle) YES NO

➤ MINIMUM EXPERIENCE: \_\_\_\_\_ MONTHS

- BENEFITS: (circle)  
 HEALTH DENTAL LIFE VACATION  
 OTHER \_\_\_\_\_

➤ FEDERAL CONTRACTING JOB: (Circle) YES NO