

Request for Qualified Applicants

To Advertise your job openings on MinnesotaWork Via the Internet, Fill out and FAX this form to the WorkForce Center nearest you:



Brainerd - 218-828-6194
Bemidji - 218-755-3841

Little Falls - 320-616-2424
Detroit Lakes - 218-846-0773

Wadena - 218-631-7676



You can also Post, Monitor and Modify your openings, screen applications and contact job seekers on your own at: www.MinnesotaWorks.net

Company: _____ **MN State Employer I.D.#** _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Contact Person: _____ **Phone:** _____ **FAX:** _____

E-mail: _____ **Company Website URL:** _____

Nature of Business: _____

If work location is other than the above, specify the City and Zip Code _____

Title of Job Opening: _____

How do you want people to apply? (check all that apply) E-Mail FAX Phone Mail In Person
 Completed Application Required Resume requested

No. of Openings: _____ **Hours Per Week:** _____

Job Status: (Check one)	
Full Time: <input type="checkbox"/>	Short Term
<input type="checkbox"/>	Temporary
<input type="checkbox"/>	Regular
Part Time: <input type="checkbox"/>	Short Term
<input type="checkbox"/>	Temporary
<input type="checkbox"/>	Regular
Shift: <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd	
Starting Time: _____	

Days of Week:
Check all that apply:
<input type="checkbox"/> Mon
<input type="checkbox"/> Tues
<input type="checkbox"/> Wed
<input type="checkbox"/> Thur
<input type="checkbox"/> Fri
<input type="checkbox"/> Sat
<input type="checkbox"/> Varies

Starting Pay Range:			
Minimum:	\$	_____	
Maximum:	\$	_____	
Per: (circle)	HR	MO	YR

Benefits: (Check all that apply)	
<input type="checkbox"/> Health	<input type="checkbox"/> Dental
<input type="checkbox"/> Vacation	<input type="checkbox"/> Sick Leave
<input type="checkbox"/> Holidays	<input type="checkbox"/> 401K
<input type="checkbox"/> Clothing Allowance	
<input type="checkbox"/> Child Care	

Level of Education Required: (Circle One) Less than High School High School Some College Vocational School
Associates Degree Bachelors Degree Masters Degree Doctoral Degree

Minimum Experience Required: _____ Years _____ Months

Tests Required: Typing/WPM _____ Drug _____ Physical _____ Other _____

Licenses or Certifications Required: _____

Drivers Class: (Circle) A B C D **Endorsements:** Tank Vehicle, Doubles/Triples, Pass Transport, Hazardous Materials,
School Bus, Tank Veh & Haz Material, Motorcycle, Air Brakes

Skills Needed to perform the job (Be specific):
Required: _____

Preferred: _____

Job Duties (include machines operated, tools used, hardware, software, etc.):

Deadline for applications: _____

PLEASE ATTACH A POSITION DESCRIPTION IF AVAILABLE