

**5200.0700 JOB ORDER FORM.**

The following information must be contained on the job order form for each bona fide job order:

A. A sequential job order number. Each job order shall have its own number, which is to be included in any advertisement for that job. The word "job" and symbol "#" must precede the job order number in a written advertisement. Advertising via other media, including telephone answering devices shall indicate appropriate job order numbers. Any simple system involving letters and numbers may be used, providing it allows rapid retrieval of the job order in question.

B. Date order received. A "standing job order" shall be reaffirmed with the employer on a monthly basis.

C. Person who received order.

D. Method by which order received. This includes phone, mail, face-to-face, or other method.

E. Job title. The title used by the employer is considered the job title.

F. Job description, containing primary duties.

G. Company name.

H. Company address.

I. Company phone number.

J. Contact person(s), including name of person who gave the order and person to contact for interview.

K. Minimum starting salary.

L. Maximum starting salary.

M. Benefits offered.

N. Skills required.

O. Educational requirements.

P. Type and amount of experience required.

Q. Days and hours of work, including shifts.

R. Special posthire training, if any. This relates to any promises concerning training to be received by the applicant as a new employee. The nature of the various training areas must be specified.

S. Job availability date.

T. Fee status. One of the following terms shall be used to indicate the fee status for placement:

- (1) fee paid or employer-paid fee;
- (2) fee reimbursed;
- (3) split fee;
- (4) applicant-paid fee;
- (5) fee negotiable; or
- (6) conditional fee paid.

U. The term "concurrent fee" shall be used to indicate the fee status for job listing services only.

**Statutory Authority:** *MS s 184.24*

**History:** *13 SR 2868*

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