

MINNESOTA STATE FAIR

2022 Job Order Template

Use this template to gather necessary information for placing a job order through the Minnesota State Fair Employment Center.

Each job will need a separate job order.

This form must be returned to start the job order process.

Department or Company Information

Department or Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Email: _____ Phone: _____

Fair Location: _____

Approved phone number for applicants to contact employer after hired:

Job Information

Job Title: _____

Job Description: _____

Experience Needed: _____

Additional Information: _____

Start Date: _____ End Date: _____

Must work all 12 Days? (Y/N): _____

Are the hours flexible? (Y/N): _____

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Job Information - continued

Minimum Age (16 is minimum age to apply through Employment Center):

16-17

18+

Hours/Shifts: _____

Wage: _____ per hour

Job Involves (place an X next to the relevant items):

Inside a Building

Mostly Physical

Make Change \$

An Outside Stand

Mostly Standing

Use Register \$

Outdoors

Mostly Sitting

Customer Service

Interview Information

Please request an accurate number of applicants to hire. Do not significantly overestimate. Employment Center staff will work with you to schedule interview dates and times depending on availability.

Number to Hire: _____

Interview Time Slot Length: (i.e. 5, 10, 15 minutes) _____

Number of applicants per time slot: _____

Interview Date: _____

Interview Time: _____

Interview Place: _____

Completed forms can be emailed to joborders@mnstatefair.org or delivered to the Employment Center during office hours.