

# MINNESOTA STATE FAIR

## Job Order Template

Date: \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

Fair Dates or Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Must Work all 12 Days?  Yes  No

Are the hours flexible?  Yes  No

Driver's License  Yes  No

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### Job Information - continued

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

16-17       18+

Hours/Shifts

Number to Hire

\_\_\_\_\_  
\_\_\_\_\_

Wage: \_\_\_\_\_ per hour

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Inside a Building | <input type="checkbox"/> Mostly Physical | <input type="checkbox"/> Make Change \$   |
| <input type="checkbox"/> An Outside Stand  | <input type="checkbox"/> Mostly Standing | <input type="checkbox"/> Use Register \$  |
| <input type="checkbox"/> Outdoors          | <input type="checkbox"/> Mostly Sitting  | <input type="checkbox"/> 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.

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

Number of applicants per time slot: \_\_\_\_\_

Interview Dates: \_\_\_\_\_

Interview Time: \_\_\_\_\_

Interview Place: \_\_\_\_\_

**Completed Forms can be emailed to [joborders@mnstatefair.org](mailto:joborders@mnstatefair.org) or delivered to the Employment Center during office hours.**