

Job Order



*** THE FOLLOWING INFORMATION IS NECESSARY TO PROCESS YOUR JOB OPENING! ***

Your Company Date: _____
Company Name: _____ Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Cell Phone Number: _____ Fax Number: _____
E-mail Address: _____ Company website Address: _____

Job Information
Position Title: _____ Number of Openings: _____
Hours per Week: _____ Full-time Part-time Seasonal
Hours of Operation: _____ to _____ Work/Shift Hours: _____ to _____
Work Days: S M T W Th F Sat Permanent Temporary (duration) _____
Job Site Location: _____
Education Required: GED/High School Equivalent Associate Bachelor Master Doctorate
 Other (please specify) _____
Months of Experience Required: _____ Minimum Age: _____
Type of Experience Required: _____
Testing Required: _____
Certifications Required: _____
Lifting Capacity: to 20 lbs 21-50 lbs 51-100 lbs over 100 lbs
Valid Driver's License Required: yes no CDL Required: yes no CDL Endorsements: _____

Wage and Benefits
Wage Range: \$ _____ to _____ Hourly Weekly Bi-weekly Monthly Yearly
Benefits Offered:
 401 K Employee Discount Retirement
 Child Care Health Insurance Sick Leave
 Clothing/Uniforms Life Insurance Stocks
 Dental Insurance Paid Holidays Unemployment Coverage
 Disability Insurance Paid Vacation Vision Insurance
 Education Assistance Profit Sharing Other _____

Apply Using Company Application SD Department of Labor and Regulation Application (Form 510)
 Resume Cover Letter
How to Apply In Person Call By Fax By E-mail Online at Web site
 Download company application from Web site
 Leave application/resume at South Dakota Department of Labor and Regulation Office
Application Deadline: _____ **Date to Close Job Order:** _____

Description of job duties, physical demands, working conditions and/or equipment used. If available, attach copy of job description.

A large, solid yellow rectangular area that occupies most of the page below the text. It is a uniform color with a thin black border, serving as a placeholder for a job description or an attachment.