

**AGENCY NAME, ADDRESS, PHONE NUMBER**

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This is an important notice. Please have it translated.  
 Este é um aviso importante. Queira mandá-lo traduzir.  
 Este es un aviso importante. Sírvase mandarlo traducir.  
**ĐÂY LÀ MỘT BẢN THÔNG CÁO QUAN TRỌNG**  
**XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẢY**  
 Ceci est important. Veuillez faire traduire.  
**本通知很重要。請將其譯成中文。**  
**នេះគឺជាដំណឹងល្អ សូមមេត្តាបកប្រែជូនផង**

**JOB ORDER**

Method of delivery     US mail to home address  
                                   In-person  
                                   Electronically to: \_\_\_\_\_

Date delivered \_\_\_\_\_

NAME OF JOB APPLICANT/WORKER	JOB APPLICANT/WORKER HOME STREET ADDRESS, CITY, STATE, ZIP CODE

JOB APPLICANT/WORKER PHONE #	JOB APPLICANT/WORKER E-MAIL ADDRESS	JOB ORDER NUMBER	DATE OF ASSIGNMENT

WORKSITE COMPANY NAME	WORKSITE COMPANY MAILING ADDRESS	IS WORKSITE ON STRIKE OR LOCKOUT?

NAME OF CONTACT PERSON AT WORK SITE	CONTACT PERSON PHONE#	CONTACT PERSON EMAIL ADDRESS	WORK SITE ADDRESS

DESCRIPTION AND NATURE OF ASSIGNMENT	SPECIAL ATTIRE, ACCESSORIES, TOOLS, PROTECTIVE EQUIPMENT, TRAINING, OR LICENSES REQUIRED
	<input type="checkbox"/> NONE REQUIRED <input type="checkbox"/> YES SPECIFY:

SPECIAL TRAINING WILL BE PROVIDED FOR PARTICULAR JOB TASKS REQUIRED BY THE JOB / IF SO, PROVIDE DETAILS	TRANSPORTATION TO WORKSITE IS OFFERED BY AGENCY OR WORKSITE EMPLOYER / IF SO, PROVIDE DETAILS
<input type="checkbox"/> NO SPECIFY: <input type="checkbox"/> YES	<input type="checkbox"/> NO SPECIFY: <input type="checkbox"/> YES

START DATE OF THE WORK, ASSIGNMENT, OR ENGAGEMENT	EXPECTED DURATION OF THE WORK, ASSIGNMENT, OR ENGAGEMENT	START TIME	ANTICIPATED END TIME	ANTICIPATED OVERTIME	MEALS ARE PROVIDED BY THE AGENCY OR WORKSITE EMPLOYER / IF SO, PROVIDE DETAILS
					<input type="checkbox"/> NO SPECIFY: <input type="checkbox"/> YES

FEES / CHARGES*	DESCRIPTION	TOTAL FEE/CHARGE AMOUNT	PAID	RECEIPT PROVIDED
Special attire, accessories, tools, protective equipment safety equipment				
Meals provided by agency or worksite employer				
Transportation provided by agency or worksite employer				
Other (Specify)				

\*Massachusetts General Law Chapter 149, section 159C limits the fees/charges that may be charged by staffing agencies to job applicants/workers. **Agencies should review the law in its entirety to determine the permissibility of such charges. Staffing agencies SHALL NOT deduct fees and charges from a worker's paycheck.** In addition, Section 159C requires that a written contract be executed between a staffing agency and job applicant/worker for the payment of any fee for a good or service which clearly states in a language that the job applicant/worker understands that the purchase is voluntary and that the staffing agency will not gain a profit from any cost or fee charged. Attach applicable contract(s) to this job order.

RATE OF COMPENSATION OR WAGES TO BE PAID	DESIGNATED PAY DAY	EMPLOYERS ARE REQUIRED BY MASSACHUSETTS GENERAL LAWS C. 152, § 25A TO PROVIDE WORKERS' COMPENSATION (WC) INSURANCE COVERAGE FOR ALL THEIR EMPLOYEES. LIST WC CARRIER NAME, ADDRESS, AND PHONE NUMBER BELOW
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Massachusetts General Law Chapter 149, section 159C requires that staffing agencies provide at a minimum, all of the information listed above. Nothing shall prevent a staffing agency from directing an employee to a job by telephone, but such telephone message shall comply with the disclosure requirements of this section and shall be confirmed in writing by the staffing agency and sent to the employee before the end of the first pay period. The Temporary Workers Right to Know Law is administered by the: **DEPARTMENT OF LABOR STANDARDS, 19 STANI FORD STREET, 2<sup>ND</sup> FLOOR, BOSTON, MA 02114; (617) 626-6970.**