

AGENCY NAME, ADDRESS, PHONE NUMBER

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 ẤY
 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 & PHONE NUMBER BELOW			
\$							
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 STANIFORD STREET, 2ND FLOOR, BOSTON, MA 02114; (617) 626-6970.							