

Agency name, address, and phone number

## Job Order

Method of delivery:  U.S. Mail to home address  In-person  Electronically to:

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

This is an important notice. Please have it translated.  
 Este é um aviso importante. Queira mandá-lo traduzir.  
 Este es un aviso importante. Sirvase 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。請將之譯成中文。**  
**នេះគឺជាដំណឹងល្អ សូមមេត្តាបកប្រែជូនផង**

Name of job applicant/worker		Job applicant's/worker's home street address, City, State, Zip Code			
Job applicant/worker phone number	Job applicant/worker email 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 number	Contact person email address	Work site address		
Description and nature of assignment		Special training will be provided for particular job tasks required by the job. If so, provide details			
		<input type="checkbox"/> No <input type="checkbox"/> Yes, Specify:			
Start date of the work, assignment, or engagement	Expected duration of the work, assignment, or engagement	Start time	Anticipated End time	Anticipated overtime	
		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. <b>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.</b> 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			
\$					

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 phone 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, 100 Cambridge Street, Suite 500, Boston, MA 02114; (617) 626-6969.**