

**Day and Temporary Labor Services Act
Employment Notice Sample Form**

Employment Notice			
Day and Temporary Labor Service Agency: ABC Staffing 123 First Avenue Chicago, IL 60601			
Name of Day or Temporary Laborer:		Last Name:	First Name:
Name and Nature of the work to be performed: (dates, times, type of work, etc)			
Wages offered:			
Destination Company Name and Address:			
		Destination Company Name:	
		Address Line 1:	
		Address Line 2:	
		City:	
		State:	
		Zip Code:	
Terms of Transportation:			
Meal provided?:	Yes	No	
Cost of Meal:	\$.	N/A	
Equipment provided?:	Yes	No	
Cost of Equipment:	\$.	N/A	

Section 10: Employment Notice.

(a) Whenever a day and temporary labor service agency agrees to send one or more persons to work as day or temporary laborers, the day and temporary labor service agency shall provide to each day or temporary laborer, **at the time of dispatch**, a statement containing the following items on a form approved by the Department:

- (1) the name of the day or temporary laborer;
- (2) the name and nature of the work to be performed;
- (3) the wages offered;
- (4) the name and address of the destination of each day or temporary laborer;
- (5) terms of transportation;
- (6) whether a meal or equipment, or both, provided, either by the day and temporary labor service agency or the third party client, and the cost of the meal and equipment, if any.

If a day or temporary laborer is assigned to the same assignment for more than one day, the day and temporary labor service agency is required to provide the employment notice only on the first day of the assignment and on any day that any of the terms listed on the employment notice are changed.

This sample form is for guidance only related to the content required. Formatting and other visual characteristics of the form are the employer's responsibility. Each agency should review the Day and Temporary Labor Services Act (820 ILCS 175/1-99) and the Department's administrative rules (56 Ill. Adm. Code 260) for compliance purposes.

Employers may be subject to additional federal and state regulations related to employment notices.