

**Day and Temporary Labor Services Act  
Application Receipt Sample Form**

Day and Temporary Labor Service Agency  
Legal Name:  
D/B/A:  
Donnie's Staffing  
123 First Avenue  
Chicago, IL 60601

**Contact information**

Name of Applicant: Last Name: First Name:

Applicant's Address:

Applicant's Phone Number: Applicant's Email:

Day and Time of Application:

Day of Work Assignment Sought, if different:

Applicant's requested work site or job type, if any:

The person seeking a work assignment applied via:

In Person  Online  App-based system  Telephone  Other: \_\_\_\_\_

This Application Receipt will be provided to the Applicant in the following manner:

In Person  Online  App-based system  Text Message  Other: \_\_\_\_\_

**Safety hazards and concerns may be reported to the Illinois Department of Labor (IDOL) by calling the Department's Day and Temporary Labor Services Act toll-free hotline at 1-877-314-7052 or emailing [DOL.DayLabor@illinois.gov](mailto:DOL.DayLabor@illinois.gov).**

**This Application Receipt must be signed by an employee of the day and temporary labor service agency.**

Signed by: (signed) (printed)

Title:

Day and Time:

# APPLICATION RECEIPT - INSTRUCTIONS TO AGENCY

Day and Temporary Labor Service Agencies must provide an Application Receipt to any day or temporary laborer who seeks a work assignment but is not placed to work with a third party client or otherwise contracted to work for that day. This Application Receipt shall be in the primary language of the day or temporary laborer. Please contact the Illinois Department of Labor to request sample forms in additional languages.

**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.**

**Please note:** As used on this form, the term "labor dispute" means "any controversy concerning wages, hours, terms, or conditions of employment."

Day and Temporary Labor Services Act Excerpt:

**Sec. 10. Employment notice and application receipt.**

*(b-5) Application receipt. If an applicant seeks a work assignment as a day or temporary laborer with a day and temporary labor service agency, including in-person, online, or through an app-based system, and is not placed with a third party client or otherwise contracted to work for that day by the day and temporary labor service agency, the day and temporary labor service agency shall provide the applicant with a confirmation that the applicant sought work, signed by an employee of the day and temporary labor service agency, on a form approved by the Department, that shall include:*

- (1) the name and location of the day and temporary labor service agency and branch office;*
- (2) the name and address of the applicant;*
- (3) the date and the time that the applicant sought the work assignment;*
- (4) the manner in which the applicant sought the work assignment; and*
- (5) the specific work sites or type of jobs sought by the applicant, if applicable. [820 ILCS 175/10 (b-5)]*