



## Agricultural Recruitment Services Form

Employer/Business Name: \_\_\_\_\_

Unemployment Insurance Registration Number: \_\_\_\_\_

FEIN: \_\_\_\_\_

Primary Contact and title: \_\_\_\_\_

E-Mail address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Business Telephone # (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Type of Agricultural Employer (commodity): \_\_\_\_\_

Ideal months, days times to conduct outreach to peak seasonal workers: \_\_\_\_\_

Employers business plan for season including labor need for workers: \_\_\_\_\_

Does the Employer want to submit a local job order?  Yes  No

### Job Order Information

Job Order Number: \_\_\_\_\_

Worksite, if different from business address: \_\_\_\_\_

Title of job opening: \_\_\_\_\_

Number of openings: \_\_\_\_\_ Education required: \_\_\_\_\_

Experience required: \_\_\_\_\_ Will you accept a trainee?  Yes  No

Will you accept related experience?  Yes  No

If yes, please specify: \_\_\_\_\_

Job is:  Full-time  Part-time  Regular  Temporary  Seasonal

From (dates) \_\_\_\_\_ to \_\_\_\_\_

Work hours: From \_\_\_\_\_ to \_\_\_\_\_ Total hours per week: \_\_\_\_\_

Overtime Offered?  Yes  No Mark work days\*:  Sun  Mon  Tues  Wed  Thurs  Fri  Sat

Pay Offered: \$ \_\_\_\_\_ Per \_\_\_\_\_ \$ \_\_\_\_\_ Per \_\_\_\_\_

\$ \_\_\_\_\_ Per \_\_\_\_\_ \$ \_\_\_\_\_ Per \_\_\_\_\_

Pay Day: \_\_\_\_\_ Pay Period:  Weekly  Bi-weekly <sup>1</sup>

Housing Provided:  Yes  No Charge, if any: \_\_\_\_\_

Other Benefits provided: \_\_\_\_\_

Driver License Required:  Yes  No Class \_\_\_\_\_ Drug testing:  Yes<sup>2</sup>  No

Physical Ability requirements (ex.: Lifting): \_\_\_\_\_

<sup>1</sup> Please note that Section 191 of the New York State Labor Law requires that manual workers be paid no later than seven calendar days after the end of the week in which wages were earned.

<sup>2</sup> This may be required only after job hire and if relevant to job opening

\*One 24-hour period of rest will be provided per calendar week.

Job description:

Is housing offered?  Yes  No      If Yes, has housing been inspected?  Yes  No

If local recruitment is unsuccessful, is the employer interested in Intrastate recruitment?  Yes  No

**Intrastate Recruitment Process:**

- \*Employer completes ETA 790
- \*Completed ETA 790 must be sent to the NY State Monitor Advocate via email: SMA@labor.ny.gov
- \*SMA approves for statewide recruitment.
- \*If unsuccessful, the employer can apply for Interstate Recruitment.

**Interstate Recruitment Process:**

- \*Employer requests that ETA 790 be reviewed by the USDOL's Regional Monitor Advocate.
- \*SMA sends ETA 790 to RMA for review.
- \*RMA has 10 days to approve or deny the request.
- \*If approved, the RMA will decide the recruitment states.
- \*Recruitment states can approve or deny the ETA 790 based on their state labor laws.