



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 ¹

Housing Provided: Yes No Charge, if any: _____

Other Benefits provided: _____

Driver License Required: Yes No Class _____ Drug testing: Yes² No

Physical Ability requirements (ex.: Lifting): _____

¹ 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.

² 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.