



Foreign Labor Certification H-2B Job Order Submission

Email completed forms to:
h2b.joborders@commerce.nc.gov

MANDATORY EMPLOYER ASSURANCES: By submitting this Job Order, the employer assures:

- a. **Prohibition against preferential treatment** - The employer offers to U.S. workers no less than the same benefits, wages, and working conditions that the employer is offering, intends to offer, or will provide to H-2B workers. Job offers may not impose on U.S. workers any restrictions or obligations that will not be imposed on the employer's H-2B workers. This does not relieve the employer from providing to H-2B workers at least the minimum benefits, wages, and working conditions which must be offered to U.S. workers.
- b. **Bona fide job requirements** - The job qualifications and requirements are bona fide and consistent with the normal and accepted qualifications and requirements imposed by non-H-2B employers in the same occupation and area of intended employment.

Tell us about this position... (Please complete ALL appropriate fields as we will not be able to post incomplete orders.)			
Employer (Company paying the wages):			
Job Title/Occupation:			O*NET code:
Federal tax ID: <i>Required for all job orders.</i>		NC UI tax ID: <i>Required for all job orders.</i>	
Main/Corporate Contact Information			
Contact Person:			Title:
<i>Mailing Address:</i>			
City:		State:	Zip:
Phone:		Alternate Phone:	
Fax:		Email:	
Job Location/Worksite Information (if different from above)			
Job Location Contact Person:			Title:
<i>Physical Address:</i>			
City:		State:	Zip:
Phone:		Alternate Phone:	
Fax:		Email:	
Job Details			
Number of Positions:		Keep Job Order Open Until:	
Expected start date of job:		Expected end date of job:	
Type of Job: <input type="checkbox"/> Full-Time (30+ hours) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Part-Time (<30 hours)			
Minimum age of applicants to this position, if any? This minimum age is due to the following:			
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Hazardous work/materials involved	<input type="checkbox"/> Hours of Work	
<input type="checkbox"/> Insurance	<input type="checkbox"/> Other (Specified in Job Description)	<input type="checkbox"/> Special Program/Category	<input type="checkbox"/> Bonding

Compensation

Hiring range? Minimum Pay: _____ Maximum Pay: _____ (MIN AND MAX are required)

Basis of salary/pay: Hour Day Week Month Year Quarter Other - specify: _____

How often will the worker(s) be paid? Weekly Every 2-weeks Monthly Other (Specified in Job Description)

Bonus, if applicable: _____

A single workweek will be used to compute wages due. Yes No

All deductions from the worker's paycheck required by law will be made. Yes No

List other deductions not required by law to be taken from paycheck (lodging, board or facilities): _____

Job Description

Please provide a detailed Job Description as outlined in Title 20, Sec. 655.18 (Assurances).

Job Application Method

Check all the methods that individuals may use to apply for this job.

Apply via NCWorks Online (which will require follow-up by Employer via NCWO):

Provide a NCWO Resume Provide a NCWO (Generic) Application At local NCWorks Career Center

Apply **directly** to employer via:

Phone Fax In Person Email Resume Mail Resume

Via Company or application Website (include http:// or https://)

Any specific application instructions or details to share with candidates? _____

USDOL Assurances Compliance

Employer Provided Items (required):

The employer will provide workers at no charge or deposit charge all tools, supplies, and equipment required to perform the duties assigned.

Three-fourths Guarantee (check ONE):

The anticipated period of employment will last 120 days or more. The employer guarantees to offer work for a total number of hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.

The anticipated period of employment will last less than 120 days. The employer guarantees to offer work for a total number of hours equal to at least three-fourths of the workdays in each 6-week period of the total employment period.

First Workweek Guarantee (required):

- H-2B workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (excluding passport fees).

Transportation and Subsistence Benefits (required):

- Transportation for H-2B Visa workers and non-commuting United States Domestic Workers (citizens and holders of visas that allow work in the U.S.), including meals and lodging to the extent necessary, to the place of employment will be provided, or its cost to workers reimbursed, if the worker completes half the employment period. Return transportation will be provided if the worker completes the employment period or is dismissed early by the employer. Upon completion of the work contract or where the worker is dismissed earlier, the employer will provide or pay for worker's reasonable costs of transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return due to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. Daily meals will be provided at a rate of at least \$14.00 per day during travel to a maximum of \$59.00 per day with receipts.

Board, Lodging or Fringe Benefits (check all that apply):

If applicable, the job order must disclose the provision and cost of any board, lodging, or other facilities, including fringe benefits or assistance to be provided to the H-2B or non-commuting U.S. Domestic Workers in securing such benefits.

- Employer does not provide workers daily board (food). Workers are responsible for obtaining and preparing their own food.
- Employer provides workers free daily board (food) at no charge to the workers. Additional details/specifics regarding Board, Lodging or Fringe Benefits:
- Employer provides workers daily board (food) and charges \$ _____ per day.
- Employer does not provide workers with lodging. Workers are responsible for finding and paying for their own lodging including utilities.
- Employer does not provide workers with lodging but will assist workers to find lodging. Workers are responsible for paying for their own lodging including utilities.
- Employer provides workers free lodging at no charge to the workers.
- Employer provides workers lodging and charges for rent and/or utilities.
\$ _____ per: day 2-week pay period month

Daily Transportation (check all that apply):

- Daily transportation to and from the worksite(s) will not be provided; Workers will provide their own transportation.
- Daily transportation to and from the worksite(s) will be provided to the workers from a centralized designated daily pick-up place.
- Employer will provide transportation for free, at no charge to the workers.
- All employer-provided transportation complies with all applicable Federal, State, and local laws and regulations and must provide, at a minimum, the same vehicle safety standards, driver licensure requirements, and vehicle insurance as required under 49 CFR parts 390, 393, and 396.
- The employer will charge the workers \$ _____ per round trip.