

# Itemized Instructions for Completing Prevailing Wage Request Form

(To be completed by Employer or Employer Representative)

Please check (drop down box): **Visa application type** (Temporary, Permanent, Reduction in Recruitment )

Please check (drop down box) the type of Prevailing Wage you wish to receive: **OES** (Occupational Employment Statistics), **SCA** (Service Contract Act), **DBA** (Davis Bacon Act) , **Survey** ( private employer provided survey)

- 1) Name of employer: Enter the full name of the business, firm, organization, or if an individual, enter the name used for legal purposes on documents for worksite employer.
- 2a) Address of Employer: Enter full worksite address
- 2b) Name of Alien
- 3). Nature of Employer's Business: enter brief non-technical description.
- 4) Title of Job Being Filled: Enter the common name or payroll title of the job.
- 5) Basic Hours per Week: enter the basic number of hours required per week
- 6) Basic Rate of Pay: Choose from drop- down menu. Enter a guaranteed basic rate of pay and the unit of pay. The wage offer cannot be based on commission, bonuses, or other incentives, unless the employer guarantees a wage paid on a weekly, bi-weekly, or monthly basis.
- 7) Describe fully the job duties to be performed including amount and type of supervision received. Describe the duties of the job starting with the most important one first. In describing what the worker does, care must be given to the use of appropriate action verbs. These are necessary for the Wage Analyst to define a skill level within the job's occupational category, if appropriate. Equipment used, working conditions, degree of supervision, or supervisory responsibilities are just some of the factors considered in defining the job's occupational category and, eventually, a prevailing wage for the labor market area. Other job duties factors that affect the rate of pay are:
  - The number of employees the alien will supervise
  - The occupational title of the person who will supervise the alien
  - The occupational titles of persons the alien will supervise
- 8) Working Conditions that affect the rate of pay: Enter any working conditions that affect the rate of pay, such as Hazard Pay Differentials, Work Shift Differentials.
- 9) The number of employees the alien will supervise
- 10) Title of person supervising alien
- 11) State in detail the MINIMUM education, training and experience requirements for a worker to perform satisfactorily the job duties described. Enter the minimum requirements for ANY worker. Do not duplicate the time required for education training and experience.
- 12) Other Special Requirements: State in detail other special requirements for ANY worker to perform satisfactorily the job duties described. Do not use phrases such as 'familiar with', 'knowledgeable of' or 'able to' . Do not include restrictive requirements which are not actual business necessities for performance of the job and which would limit consideration of otherwise qualified US workers. Include license requirements, certifications, foreign languages.
- 13) Name of Requestor: Enter the full name, mailing address, telephone number, fax number and email address of the employer or the employer representative. Note: This form must be emailed to [pwgroupmail@detma.org](mailto:pwgroupmail@detma.org) . Instructions for emailing this form may be found at : <http://www.massworkforce.org/ProgramService/Index.htm>.