



Please Return To:

**Labor Exchange Operations
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Boston, MA 02114
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THE COMMONWEALTH OF MASSACHUSETTS

DIVISION OF CAREER SERVICES

PREVAILING WAGE REQUEST FORM

Please Check One:

- H-1B Professional
- F-1 Student
- Other

If the job is unionized and covered by a negotiated wage, use the negotiated wage and do not complete this Prevailing Wage Request Form

1. Name of Employer (Required) _____

2. a. Address where alien will work (including City, County, and Zip) _____

b. Alien's Name _____

3. Nature of Employer's Business	4. Title of job being filled	5. Basic Hours Per Week	6. Basic Rate of \$ Per
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7. Describe Fully the Job Duties to be Performed (including Amount and Type of Supervision Received) _____

8. Working conditions that Affect the Rate of Pay _____

9. Number of Employees Alien Will Supervise: _____	10. Title of Person Supervising Alien: _____
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11. State in detail the MINIMUM education, training, and experience for a worker to perform satisfactorily the job duties described in item 7 above				12. Other Special Requirements
EDUCATION (Enter number of years)	Per College:	College:	College Degree Required (specify)	
			Major Field of Study	
TRAINING	No. Yrs.-	No. Mos.-	Type of Training	
EXPERIENCE	Job Offered	Related-Occupation	Related Occupation (specify)	
	No. Yrs/Mos.	No. Yrs/Mos		

13. Name of Requestor: _____ Telephone: () _____ Fax: () _____

Address: (Number, Street, City or Town, State, Zip Code) _____

DEPARTMENTAL ACTION TO PROVIDE A PREVAILING WAGE DETERMINATION

Request Number _____

SOC/O'NET Title: _____

SOC/O'NET Code: _____

It is determined that your offered rate of pay meets the prevailing wage.

It is determined that your offered rate of pay Does Not meet the prevailing wage.

Source: _____

The prevailing wage for the job described above is \$ _____ per _____

DETERMINATION IS VALID FOR FILING APPLICATIONS AND ATTESTATIONS UNTIL: _____

SCA/DBA Wage-5% reduction does not apply

Agency Official: _____ Date: _____



Itemized Instruction for Completing Prevailing Wage Request Form (To be completed by Employer or Employer Representative)

If the job is unionized and covered by a negotiated wage, use the negotiated wage and do not complete this Prevailing Wage Request Form.

Please check the type of work visa in the upper right corner

Item 1. Name of Employer: Enter full name of business, firm, organization, or if an individual, enter name used for legal purposes on documents for worksite employer.

Item 2. a. Address where alien will work: The work place address should include city (county) and ZIP code.

b. Alien's Name: Enter full name with family name in capital letters and first name in small letters.

Item 3. Nature of the Employer's Business Activity: Enter Standard Industrial Classification (SIC) Code or a brief nontechnical description, i.e. retail store, software industry, biotechnology, university, financial institution, hospital, and community service organization, including for profit and nonprofit status.

Item 4. Title of Job Being Filled: Enter the common name or payroll title of the job being offered.

Item 5. Basic Hours Per Week: Show the basic hours of work required on a weekly basis so that a standard work week can be established for the job.

Item 6. Basic Rate of Pay Offered: Enter a guaranteed basic rate of pay and the unit of pay, such as \$15.00 per hour, \$2,500 per month, or \$37,500 per year. The wage offered cannot be based on commission, bonuses, or other incentives, unless the employer guarantees a wage paid on a weekly, biweekly, or monthly basis. Only the minimum amount guaranteed to the employer can be reported.

Item 7. Describe Fully the Job Duties to be Performed: Describe the duties of the job by starting with the most important one first. In describing what the worker does, care must be given to 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, prevailing wage for the labor market area.

The complexity of the job duties required should be reflected in the action verbs and objects of these verbs.

Example:...performs a variety of routine tasks designed to provide experience in methods and procedure....(entry level), ...performs a broad range of moderately complex assignments using standard methods and procedures... (intermediate or journey level), or "solves highly complex knowledge and advances techniques...by working or directing a small staff of fully qualifies workers... (lead level).

Other job factors that affect the pay rate of pay are:

- the number of employees alien will supervise, the occupational title of the person who will supervise the alien,
- the occupational titles of persons that the alien will supervise,
- the number of paid workers employed by employer in state for Executive Officer positions, and
- the gross annual revenue/sales of the employer in the state for Executive Officer positions.

Item 8. Working Conditions that Affect the Rate of Pay:

Some examples of the working conditions are cold temperatures, working with dangerous chemicals, etc., which results in Hazard Pay Differentials. Other examples deal with work schedules such as evening or weekend hours, steady shifts or rotating shifts, etc., which results in Shift Pay Differentials.

Item 9. Number of Employees Alien Will Supervise:

Item 10. Title of Person Supervising Alien.

Item 11. Minimum Education, Training, and Experience:

State in detail the minimum education, training, and experience for any worker to perform satisfactorily the job duties described in Item 7. Do not duplicate the time required for education, training, and experience.

Item 12. Other Special Requirements: State in detail other special requirements for any worker to perform satisfactory the job duties described in Item 7.

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.

Example: must possess or be eligible for State Civil Engineer License....fluent in Mandarin Chinese...must have minimum of 400 hours flight time including 200 hours as pilot-in-command and 100 hours tailwheel ...3 months experience using WordStar program...

Item 13. Name of Requestor: Enter the employer or employer representative requesting the prevailing wage determination. This includes the requestor's name, telephone number, FAX number, and complete mailing address. The rest of this form is for DEPARTMENTAL ACTION TO PROVIDE A PREVAILING WAGE DETERMINATION. This action will determine the prevailing wage.