

**ITEMIZED INSTRUCTIONS FOR COMPLETING FORM ETA 750 - PART A.
OFFER OF EMPLOYMENT (To be completed by Employer).**

Item 1. Name of Alien. Enter full name exactly as it appears on Part B, "Statement of Qualifications of Alien."

Item 2. Present Address of Alien. Enter whether in the United States or abroad.

Item 3. Type of Visa. If the alien is in the United States, enter the type of visa held, i.e., B-2 (visitor), F-1 (student), or current status as shown on INS Form I-94.

Item 4. Name of Employer. Enter full name of business, firm, or organization, or if an individual, enter name used for legal purposes on documents.

Item 5. Telephone Number. In job offers for private households, enter a business and home telephone number when all adults are employed.

Item 6. Address of Employer. Self explanatory.

Item 7. Address where Alien Will Work. Enter the full address of site or location where the work will actually be performed, if different from the address in Item 6.

Item 8. Nature of Employer's Business. Enter a brief, non-technical description, i.e., retail store, household, university, financial institution.

Item 9. Name of Job Title. Enter the common name or payroll title of the job being offered.

Item 10. Total Hours Per Week. Enter the basic hours of work required per week and overtime hours per week in accordance with State or Federal law for the work and locality.

Item 11. Work Schedule. Show the daily work schedule for the job, i.e., 9 a.m. to 5 p.m., 7 a.m. to 11 a.m. and 4 p.m. to 8 p.m.

Item 12. Rate of Pay. Enter a guaranteed wage and the unit of pay, such as \$5.00 per hour, \$850 per month, or \$12,500 per year. Wage offered cannot be based on commission, bonuses, or other incentives, unless the employer guarantees a wage paid on a weekly, bi-weekly, or monthly basis.

Item 13. Job Duties. Describe the job duties, in detail what would be performed by any worker filling the job. Specify equipment used and pertinent working conditions.

Item 14. Minimum Education, Training, and Experience Required to Perform the Job Duties. Do not duplicate the time requirements. For example, time required in training should not also be listed in education or experience. Indicate whether months or years are required. Do not include restrictive requirements which are not actual business necessities for performance of the job and which would limit consideration of otherwise qualified U.S. workers.

Item 15. Other Special Requirements. Enter the job-related requirements. Examples are shorthand and typing speeds, specific foreign language proficiency, test results. Document business necessity for a foreign language requirement.

Item 16. Occupational Title of Person Who will Supervise Alien. Self explanatory

Item 17. Number of Employees Alien Will Supervise. Self explanatory.

Item 18. Complete Only if Job is Temporary. Does not apply for offers of permanent employment.

Item 19. If the Job is Unionized. Enter the number of the local, the name of the union, and the City and State in which the local has its main office.

Item 20. Statement of Live-At-Work Job Offers in Private Households. (Do not complete for other job offers). 20(a). Description of Residence. Self explanatory. 20(b). Number of Persons Residing at Place of Employment. Enter the number of adults, children under 18 years old, their sex and specific ages of children. 20(c). Room and Board. Self explanatory.

Item 21. Recruitment Efforts. Describe in detail efforts to recruit U.S. workers for the job opportunity and the results. List sources of recruitment by name, i.e., Lane Technical School, the Daily Tribune Newspaper, Scientific Journal of America. Specify the number of applicants interviewed from each source, and the lawful job-related reasons why they were not hired.

Item 22. Read the GENERAL INSTRUCTIONS for additional supporting documentation which must be submitted, in separate attachments, along with this application. General Instructions will provide information that may be required. Documentation for Schedule A may be found in Part II. Department of Labor regulations require that an employer submit documentation to clearly show that the job offer and the recruitment of U.S. workers are in compliance with regulations. In addition, special documentation is required for certain occupational groups.

Item 23. Employer Certifications. Read carefully. The employer certifies to these eight (8) conditions of employment by signing the form.

Item 24. Employer Declaration. All copies of this form must bear the original signature of the employer or the employer's duly authorized representative with hiring authority. False statements are subject to Federal perjury and fraud penalties. The authorization of agent is completed only when the employer designates an agent to represent the employer in applying for labor certification. It is recommended that the employer not sign a blank form, since the employer takes full responsibility for any representations of its agent.

ETA 750 Part B

PART B. STATEMENT OF QUALIFICATIONS OF ALIEN (To be completed by the Alien)

Item 1. Name of Alien. Self explanatory.

Item 2. Present Address. Enter the address where the alien currently resides, whether in the United States or abroad.

Item 3. Type of Visa. If alien is in the United States, specify the type of visa now held, i.e., B-2 (visitor), F-1 (student), etc., or the alien's current status as shown on INS Form I-94.

Item 4. Alien's Birth date. Do not use number for the months. Write out, e.g., March 21, 1942.

Item 5. Birthplace. Self explanatory.

Item 6. Present Nationality or Citizenship of Alien. Enter the country of which alien is currently a national or citizen.

Item 7. Address in U.S. where Alien Will Reside. Self explanatory.

Item 8. Name and Address of Prospective Employer. Enter the business name and address.

Item 9. Occupation in which Alien is Seeking Work. Acceptable entries are physicist, bricklayer, registered nurse. Entries such as "construction work" or "scientific research" are not acceptable.

Item 10. Self explanatory.

Item 11. Education Training. Identify all educational facilities; including trade or vocational schools, attended by alien, which give evidence of the alien's education and training related to the occupation listed in Item 9.

