



Job Order Filing Date: Enter the date when the form was submitted to the SWA. This date should be the same submission date of to the ETA 9142B.

CNPC Case Number: The case number is the unique identifier assigned by the FLAG System. Do not use the PWD case number.

I. Employer Information

Business Name: Enter the full legal name of the employer filing this application. The employer's full legal name is the exact name of the business, individual, corporation, LLC, partnership, or organization that is reported to the Internal Revenue Service (IRS).

Doing Business As (DBA), if applicable: Enter the "Doing Business As" (DBA) name, if applicable, of the business, individual, corporation, LLC, partnership, or organization. If a DBA does not exist enter "None"

Contact Person: Enter the First and Last name of the main contact person responsible for filing H2B Job Orders.

Business Address (Street, City, State and Zip): Enter the street address of the employer's principal place of business. The place of business must be a physical location and not a Post Office (P.O.) Box number.

FEIN: Enter the Federal Employer Identification Number assigned by the Internal Revenue Service. Do not enter a social security number.

Note: All employers, including private households, MUST obtain a FEIN from the IRS before completing this form.

Information on obtaining a FEIN can be found at www.irs.gov.

Phone #: Enter the phone number of the Contact Person.

Email: Enter the email address of the Contact Person.

II. Agent Representative (if applicable)

Business Name: Enter the name of the company/agency/entity filing the H2B Job Order on behalf of the employer listed in the "Employer Information" section of the Job Order form.

Contact Person: Enter the Name of the agent/employer representative completing the Job Order form.

Phone #: Enter the phone number of the Agent and or the Contact Person.

Email: Enter the email address of the Agent or the Contact Person.

III. Job Information

Job Title: Enter the title that best describes the job opportunity. **NOTE:** This should coincide with the job title found on O'NET.

O'NET Code: Enter the eight-digit (XX-XXXX.XX) Occupational Network (O*NET Online) code for the occupation, which best describes the work to be performed. Additional information concerning the O*NET codes can be found at <https://www.onetonline.org/>.

NAICS Code: Enter the six-digit North American Industry Classification System (NAICS) code that most closely corresponds to the employer's primary economic or business activity. Additional information concerning the NAICS can be found at: <http://www.census.gov/epcd/www/naics.html>.

Start Date: Enter the start date the workers are expected to begin employment. Use a month/day/full year (MM/DD/YYYY) format.

End Date: Enter the end date of the employment. Use a month/day/full year (MM/DD/YYYY) format.

IMPORTANT: The dates above must match the **Period of Intended Employment** dates, as entered on the 9124B that was filed with DOL on FLAG.

Full Time, Part Time: Select whether the Job Offer is a Full Time or Part Time employment.

Total Number of Job Openings: Enter the number of openings available for the job title.

Workdays: Select the anticipated workdays the workers would normally be expected to work.

Number Hours per Week: Enter the number of hours anticipated to be worked per week.

Number Hours per Day: Enter the number of hours normally the worker is expected to work per day.

From: Enter the anticipated start time of the workday

To: Enter the anticipated end time of the workday

Education: Select the level of education required for the position listed on this form.

Experience: Select the experience required for this position i.e., days/months/years

On-the-job training available: Select “Yes” or “No” if the employer will be offering training to the workers.

IV. Wage Information

Wage Rate: Enter the pay rate to be paid for the occupational title.

Overtime: Select “Yes” or “No” if overtime hours will be made available to the workers.

Overtime rate: If “Yes” is selected, enter the rate of overtime pay.

Frequency of Pay: Select the frequency at which the worker will receive their paycheck.

Employer uses a single workweek as a standard for computing wages due: Check this box affirming that the employer will use a single workweek as its base for computing wages rate.

V. Job Description: Describe, in details, the job duties to be performed by the workers including usage of any equipment, or any supervisory responsibilities, and or other pertinent work tasks.

All job duties must be disclosed in the space provided on the form. Any additional job description details will spill-over to the attachment.

VI. Deductions: List all deduction(s) from pay not required by law and, if known, the amount(s). If the employer will be providing board, lodge, or other facilities; such deductions shall be listed.

VII. Employer Recruitment Information

Provide the employer’s phone number and email where prospective workers can inquire about the job opportunity associated with this job offer. Also provide the Name, address, and phone number of MassHire Career Center where prospective workers can inquire/apply for the job opportunity. For more information on locations and contact information for MassHire Career Centers visit: <http://www.mass.gov/lwd/employment-services/dcs/find-a-career-center-near-you.html>