



Agricultural Employment Services Outreach Form

Employer/Business Name: _____

Unemployment Insurance Registration Number (if applicable) or FEIN: _____

Contact person to discuss labor needs: _____

Title: _____

E-Mail address: _____

Phone: _____

Address: _____

City _____ State ____ Zip _____ Telephone # (____) _____ - _____

Type of Agricultural Employer (commodity): _____

Best day of week and time of day to conduct outreach: _____

Summary of labor needs for the upcoming season:

Job Order Information

Job Order Number: _____

Worksite, if different from business address: _____

Title of job opening: _____

Number of openings: _____ Education required: _____

Experience required: _____ Will you accept a trainee? No Yes

Will you accept related experience? No Yes

If yes, please specify: _____

Job is: Full-time Part-time Regular Temporary Seasonal

From (dates) _____ to _____

Work hours: From _____ to _____ Total hours per week: _____

Overtime Offered? No Yes Mark work days: Sun Mon Tues Wed Thurs Fri Sat

Salary range: From \$ _____ to \$ _____ Per _____

Pay Day: _____ Pay Period: Weekly Bi-weekly ¹

Housing Provided: No Yes Charge, if any: _____

Other Benefits provided: _____

Driver License Required: No Yes Class _____ Drug testing: No Yes ²

Physical Ability requirements (ex.: Lifting): _____

¹ Please note that Section 191 of the New York State Labor Law requires that manual workers be paid no later than seven calendar days after the end of the week in which wages were earned.

² This may be required only after job hire and if relevant to job opening

Job description:

Candidates should: Contact employer directly Contact a Career Center or an Agricultural Labor Specialist

New York Farm Jobs Bulletin

In addition to announcing this job opportunity in the NYS DOL Job Bank, you may choose to have your job order appear in the **New York Farm Jobs Bulletin**, which is published in English and Spanish and distributed according to your preference below:

Yes, I would like this job to appear in the New York Farm Jobs Bulletin (choose one or both):

Regional – Job will be posted locally, in different locations around the community.

State-wide - Job announcement will be posted locally and on the DOL website ³.

No – Job will still be available to job seekers and Career Center staff through the NYS Job Bank

Additional comments:

Signature of Employer or Representative

Date

Agricultural Labor Specialist

Date

Instructions to Employers for Self Service

Please send this completed and signed form:

to (Agriculture Labor Specialist) _____⁴

by: Mail fax email: _____

³ Please be aware that if you recruit a worker from outside of your local area, you may be responsible for the cost of the worker's inbound transportation and housing, as required by the Migrant and Seasonal Agricultural Worker Protection Act (MSPA). The MSPA statute appears at [29 U.S.C. §1801](#) et seq. The federal regulations implementing MSPA appear in [29 CFR Part 500](#).

⁴ Employer may provide consent by phone to Agriculture Labor Specialist but it must be noted here.