

# **PREVAILING WAGE REQUEST FORM**

**Revised March, 2005**

**Upon completion, please FAX this form to:**

**(860) 263-6028**

**If you have questions, please call**

**(860) 263-6020**

**ITEMIZED INSTRUCTIONS FOR COMPLETING THE PREVAILNG WAGE REQUEST FORM  
(To be completed by Employer or Employer Representative)**

**Item 1.** Enter name and telephone number of Employer. For worksite employer, enter full name of business, firm, organization; OR, if an individual, enter name used on legal documents.

**Item 2.** Enter complete address where the alien will work.

**Item 3.** Nature of the Employer's Business Activity: Enter either the Standard Industrial Classification (SIC) Code OR a brief non-technical description, i.e., retail trade, software industry, biotechnology, university, financial institution, hospital OR community service organization, including for profit or non-profit 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 usual hours of work required on a weekly basis so that a standard work weekly basis so that a standard work week can be established for the job.

**Item 6.** Basic Rate of Pay Offered: Enter a basic rate of pay, such as \$15.00/hour OR \$2500.00/month OR \$37,500/year. The wage offered cannot be based on overtime, commission, bonuses or other incentives, unless the employer guarantees a minimum wage paid on a weekly, biweekly or monthly basis. Only the minimum amount guaranteed to the employee can be reported.

**Item 7.** Describe **FULLY** the Job Duties to be Performed: Analyze the duties and responsibilities in terms of actions to be performed and the objects of those actions. You may want to consult the Dictionary of Occupational Titles (DOT) to assist in the development of a job description that can easily be categorized by a Prevailing Wage Analyst. The Analyst will attempt to categorize the job based on your description into an official DOT Code and a corresponding Occupation Employment Statistics (OES) Code. In order to standardize the way employers describe jobs on the Prevailing Wage Request Form, the following additional guidelines are suggested:

1. Where there are several duties, start with the most important one first. Please differentiate between major and minor duties. For example: "Tests and analyzes chemical properties of raw materials or manufactured products for conformance to plant standards; conducts controlled experiments for the purpose of devising new methods...."
2. Identify the tools, equipment and machines the worker uses on the job.
3. Specify pertinent working conditions. For example, "... conducts research using gas and solid state lasers, masers, infrared and other light-emitting and light sensitive devices...."
4. Indicate the skill level (complexity) and degree of supervision required to perform the job duties and responsibilities. For example, "... performs a variety of routine tasks designed to provide experience in methods and procedures...receives specific and detailed instructions with work closely monitored..." (entry level), "performs work with clear and specified

objectives requiring selection of standard techniques and established procedures...work is reviewed closely to insure accuracy and conformance with required procedures..." (jr. level); "...independently performs a broad range of moderately complex assignments using standard methods and procedures...work is reviewed for application of sound judgement..." (intermediate or journey level); "...solves a variety of complex problems requiring judgement in the selection and modification of standard techniques and procedures...assignments are given with instructions as to the general results expected and work is reviewed for effectiveness in meeting requirements..." (sr. level); "...solves highly complex problems requiring diversified knowledge and advanced techniques...decisions are made independently where no precedents exist..." (lead level). If the person will be supervised, specify title of supervisor.

5. For jobs requiring supervisory duties, the activities supervised must be described; the person's level of authority to hire, fire, train, schedule, evaluate; and the number/occupations of staff supervised. For example, "...supervises 5 Lead Software Engineers and their project teams in the development of new network software..."; "...supervises 20 clerical workers in payroll, employee benefits, customer relations units, including 3 workers with lead responsibilities..."
6. For executive officers, specify the number of paid employees in the firm and gross annual revenues/sales.

**Item 8.** Working Conditions That Affect Tate of Pay: Some working conditions, e.g., working in cold temperatures or with dangerous chemicals, result in Hazard Pay differentials. Others, such as evening/weekend hours or rotating shifts result in Shift Pay differentials.

**Item 9.** State, **IN DETAIL**, the **MINIMUM** Education, Training, Experience and Other Special Requirements for the Job: i.e., the minimum requirements for a person to be successful on the job. Identify licensing/certification needed, minimum foreign language proficiency or accuracy/speed in test results. If a college degree is required, specify by name or major field of study. Do not exaggerate total time of education/experience/training if can be acquired concurrently. Do not use phrases such as: familiar with, knowledgeable of, able to." Do not include restrictive requirements which are not actual business necessity for performance of the job or that would limit consideration of otherwise qualified workers. For example, "...must possess or be eligible for State Civil Engineer license" "...fluent in mandarin Chinese..." "...must have minimum of 400 hours of flight time including 200 hours as pilot-in-command and 100 hours tailwheel..." "...3 months experience using Word Star program..."

**Item 10:** Self-Explanatory

**STATE OF CONNECTICUT  
EMPLOYMENT SECURITY DIVISION**

Please Return To:  
Alien Labor Certification Unit  
200 Folly Brook Blvd.  
Wethersfield, CT 06109  
Fax (860) 263-6028

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Rev. 3/05

**NOTE: If the job is unionized and covered by a negotiated wage, use the negotiated wage and DO NOT complete this Prevailing Wage Form, as the negotiated wage is the Prevailing Wage.**

1. Name of Employer \_\_\_\_\_ Telephone No. \_\_\_\_\_

2. Address Where Alien Will Work (include city, county, zip code) \_\_\_\_\_  
\_\_\_\_\_

3. Nature of Employer's Business Activity \_\_\_\_\_

4. Job Title Being Filled \_\_\_\_\_ 5. Basic Hours Per Week \_\_\_\_\_

6. Basic Rate of Pay Offered \$ \_\_\_\_\_ per \_\_\_\_\_

7. Describe *Fully* the Job Duties to Be Performed (List the MOST IMPORTANT Duty first)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Working Conditions That Affect Rate of Pay \_\_\_\_\_  
\_\_\_\_\_

9. State, IN DETAIL, the MINIMUM Education (specify the Degree and Major Field of Study), Training, Experience and Other Special Requirements for the Job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Name of Requestor \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – PREVAILING WAGE DETERMINATION BY DOL**

Request No. \_\_\_\_\_ O\*NET Title \_\_\_\_\_

O\*NET CODE \_\_\_\_\_ Skill Level \_\_\_\_\_

The Prevailing Wage for the job described above is \_\_\_\_\_ per \_\_\_\_\_

Source \_\_\_ OES Survey \_\_\_ Service Contract Act \_\_\_ Davis Bacon Act \_\_\_ Other \_\_\_\_\_

*NOTE: This Prevailing Wage determination is valid for filing applications and attestations for at least 90 days and not more than a year from the date of determination.*

Agency Official \_\_\_\_\_ Tel # (860) 263-6020 Date \_\_\_\_\_