

Immigration Services

E-3 INTAKE FORM, PART 1

Hiring department should complete this form and return it to Immigration Services as part of the E-3 immigration packet

INFORMATION ABOUT THE APPOINTMENT

Applicant's Name: _____
(FAMILY NAME, Given name, Middle name)

UMMS Designated Title: _____

UMMS Department: _____

Name / Title of Supervisor: _____

Name of HR Recruiter for Department: _____

Have you already contacted your HR Recruiter regarding this position? Yes No Not applicable

Address(s) where applicant will work: UMMS Worcester Campus
Other location(s): _____

(specify address of all work locations – use additional sheet if necessary)

Proposed dates of employment (may not exceed 2 years): From _____
month/day/year to _____
month/day/year

Percentage appointment: _____ % If position is part-time, list hours per week: _____

Non-technical description of job: (ie: research in biochemistry): _____

Describe in detail, the job to be performed, starting with the most important duties (4-7 sentences):

Minimum education and experience required for the position. List only the minimum requirements as if you were advertising for the position and did not have a specific candidate in mind. **Do not simply list the applicant's qualifications.** (Requiring more education and experience will require the department to pay a higher wage).

Education: Degree(s): _____ Field(s) of Study: _____

Number of years of post-degree experience needed (check only one): 0 1 2 3 4 5 6 or more

Number of Employees Supervised by Applicant
(do not include training / oversight of students): 0 1 2 3 4 5 6 or more

List other special requirements for the position, if any: _____

INFORMATION ABOUT THE SALARY

UMMS salary as of proposed start date for E-3 (note that any salary changes for the duration of the E-3 dates requested must be cleared by Immigration Services):

Full-time rate: \$ _____ per year [part-time rate, if applicable: \$ _____ per _____]

Provide the salary range of individuals within your department with the same job title and similar qualifications as the applicant:

\$ _____ to \$ _____

Please check all of the following factor(s) that were considered in determining the applicant's salary:

Degree(s) earned	Area of specialization	Previous work experience	Supervisory responsibilities
Comparable rate of pay at similar institutions		Determined by funding source (grant, etc.)	

If the above does not fully describe the factors used to determine the salary for similarly employed individuals, explain your compensation system here:

POSTING LOCATIONS AND DEPARTMENT CONTACT INFORMATION

Provide two specific locations at (each) worksite where LCA notice will be posted (ie: PGFE administrative bulletin board - LRB 5th floor). If more than one worksite listed, please list 2 posting locations per worksite – attach additional page if needed:

_____ and _____

Name of UMMS Administrator to whom

LCA posting notice & E-3 correspondence should be sent: _____

Building / Room # _____ e-mail address: _____

phone number: _____ fax: _____

STATEMENTS BY THE EMPLOYER

By signing below, the sponsoring UMMS Department understands and agrees to the following:

The minimum requirements and salary listed above reflect the requirements and wage level paid to all other individuals with similar experience and qualifications working in this department. If applicable, the individual is compensated at the highest prevailing wage rate of all work sites indicated on page 1. If required to do so, I am able to explain the reason(s) for any differential in wage rates listed above and/or provide documentation including the names and payroll records of similarly employed individuals to the Department of Labor to verify these statements.

The department will comply with the terms of the labor condition application for the duration of the alien's authorized period of stay. The department will notify Immigration Services before any promotion, lateral transfer or other change in the terms of the position, as listed on this form, are affected.

For persons not currently in E-3 non-immigrant status, the employer understands that the prospective employee may not be employed by or in volunteer status at UMMS until the E-3 is approved (unless the person is already in a valid status that allows employment at UMMS).

Signature of PI / Department Chair (or someone with hiring authority)

Today's Date