

(please refer to PAPE/HR Approved Job Description, if one exists, for minimum requirements)

*To be completed by the Sponsoring Department*

Department: \_\_\_\_\_

Work Address: \_\_\_\_\_

2		City , County, State Where alien will work		4	5	6
3	JOB TITLE	TOTAL HOURS PER WEEK		WORK SCHEDULE (Hourly)  am pm	RATE OF PAY	
		a. Basic	b. Overtime <b>DNA</b>		a. Basic Per Year	b. Overtime <b>\$ DNA</b> Per Year
7 DESCRIBE FULLY <b>THE JOB TO BE PERFORMED</b> – NOT the beneficiary's abilities or skills. Do not copy and paste the job ad. Only list the job duties.						
STATE IN DETAIL THE <b>EDUCATION, TRAINING &amp; EXPERIENCE REQUIRED</b> for the POSITION – NOT what the beneficiary has obtained					11 OTHER SPECIAL REQUIREMENTS	
8		Years of Post Secondary Education Required by Position				
		Degree Required (Specify)				
		Major Field of Study				
9	Training	No. Years	No. Months	Type of Training		
10	Experience	Job Offered	Related Occupation		12 NUMBER OF OTHER EMPLOYEES TO BE SUPERVISED (IF ANY)	
		Number				
	Yrs.	Mos.	Yrs.	Mos.		

*The above information is used for assisting in the Labor Certification application process*

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\_\_\_\_\_  
Signature of Dean or Department Head

\_\_\_\_\_  
Print Name of Dean or Department Head



**DEPARTMENT PREVAILING WAGE REQUEST  
INSTRUCTIONS**

Please note that the person must have the education and experience required by the job. This form **MUST REFLECT** the minimum requirements of the position, not of the individual hired. In positions requiring a PAPE, please refer to the PAPE for filling out this form.

- 1) **DEPARTMENT, WORK ADDRESS**; Self-explanatory
- 2) **CITY – STATE WHERE ALIEN WILL WORK**; Self-explanatory
- 3) **JOB TITLE**; Self-explanatory (check with hiring representative in department that this title is available and applicable) or see PAPE/HR Approved Job Description.
- 4) **TOTAL HOURS PER WEEK**; Self-explanatory (usually 40 hours)
- 5) **WORK SCHEDULE**; Self-explanatory (usually 8:00 am - 5:00 pm)
- 6) **RATE OF PAY**; Self-explanatory (e.g. \$ 31,000 per year) See PAPE.
- 7) **DESCRIBE FULLY THE JOB TO BE PERFORMED**; (a) Describe the duties to be performed, e.g. teach, perform, research, develop, instruct, present, apply, obtain, publish, etc.; (b) Describe the tools, knowledge, and skills used to perform the duties, e.g., use XXXX equipment, XXXX knowledge, and XXXX skills for the purpose of XXXX  
*State the duties for the proposed position, NOT the candidate's abilities or experience/skills.*
- 8) **EDUCATION**; write the number of years required for the degree required.  
Bachelor = 4; Master & professional (MD, LL.D) = 6, and Ph.D. = 8.  
Under **Degree Required** write the degree required for the position. Example: BA, BS, MS, MD/PhD. See PAPE for minimal requirements.  
Under **Major Field of Study**, write the field(s) required for hiring for this position. See PAPE. Please also confirm that what is required for the position is also something that the individual has.
- 9) **TRAINING**; DNA, unless specific training is necessary to perform #7, e.g., medical school training for medical residents. The individual with such training must have received certificate/diploma. Training during the course of pursuing a degree or supervised by professor or primary investigator is not acceptable.
- 10) **EXPERIENCE**; Experience required to perform #7. Do not refer to the applicant's number of years of experience but rather to what the job requires. A Postdoctoral Fellow position does not require any years of experience. See PAPE/HR Approved Job Description.
- 11) **OTHER SPECIAL REQUIREMENTS**; N/A, unless specific training is necessary to perform #7, e.g., medical school training for medical residents. The individual with such training must have received certificate/diploma. Training during the course of pursuing a degree or supervised by professor or primary investigator is not acceptable.
- 12) **NUMBER OF EMPLOYEES TO BE SUPERVISED**; Will the job require supervision of other employees? If so, attach a statement detailing the type of worker supervised and the function/duties of the worker (student workers and graduate assistants do not count).

**#7-10 all refer to what the proposed position requires, NOT what the candidate has obtained/achieved.**