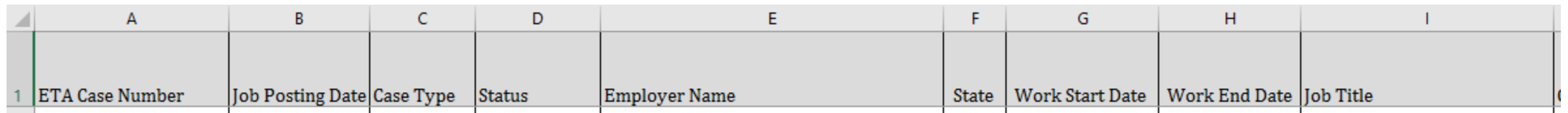# Oh, How? Oh!

How to update your H2a data spreadsheet using the iCERT system

Don't worry, you'll Excel!

Set up your base Excel spreadsheet to match the columns you'll find at icert.doleta.gov.

	A	B	C	D	E	F	G	H	I
1	ETA Case Number	Job Posting Date	Case Type	Status	Employer Name	State	Work Start Date	Work End Date	Job Title

This makes it much easier when you copy and paste the basic job order information from the list of new job orders on the website!

What else will you want to know?

Add other columns for the information you will want to gather from each application's documentation.

For example, we often include:

- Crop Activities
- Number of Workers Requested
- Referral and Employer Contact information
- Work Site Street Address
- Work Site City, State, Zip
- Work Site County
- Notes about Work
- Housing Site Address
- Housing City, State, Zip
- Housing Site County
- Housing Description & Notes

Referral and Employer Contact information [Box 15]	Work Site Addresses	City, State, Zip	County/Parish	Notes about work	Housing Site Address	City	County/Parish	Housing Description Notes
William Wiley-General Partner is the hiring manager. 314-541-7941 M-F 8am-5pm	13990 Fulton Road	Sidney, OH 45365	Shelby		13990 Fulton Road	Sidney, OH 45365	Shelby	2 story wood farmho (built around 1860) w or bunk beds
								Single family frame, housing capacity 8

Freeze!

A handy tip is to freeze the top row of your Excel spreadsheet. This allows you to see the column labels no matter how far down you scroll and can be helpful when you're entering data.
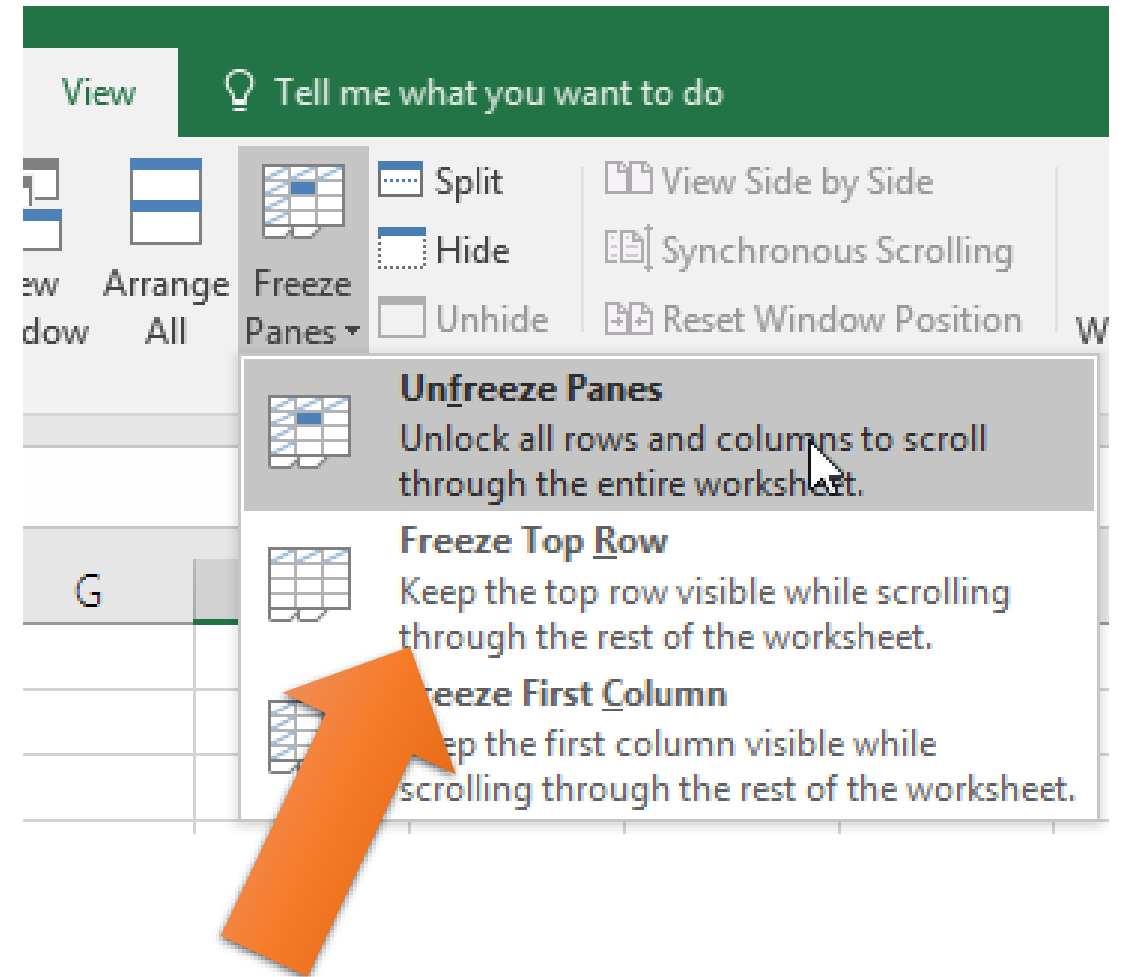
You will find Freeze Panes under the View Tab in Excel.

View   Add-ins   Help

om to
ection   New
Window   Arrange
All   Freeze
Panes

Freeze!

Select 'Freeze the Top Row'

Note: If you don't see the **View** tab, it's likely that you are using Excel Starter. Not all features are supported in Excel Starter.

A Very Good Place to Start

Begin on the iCERT Home Page http://icert.doleta.gov.

You do not have to log in.

Let it scroll!

Instead, scroll down until you find the Public Job Registry and 'click' the button.

Public Job Registry

Advanced Search ➡

Quick Search

ETA Case Number:	[ ]

Case Type:	H-2A ⌄

Status:	All ⌄

⦿ State or Territory of Intended Employment: | All ⌄

- OR -

◯ Job Location within: | 10 Miles ⌄ | of ZIP Code: [   ]

Job Title:	[ ]

Employer Name:	[ ]

Job Order Posting Date Range: | From: 12/10/2018 | To: 01/08/2019

Industry: | (NAICS Code) | Search NAICS Code
| (NAICS Title) |

Enter search criteria first, then click the "I'm not a robot" checkbox below. Completion of a valid reCAPTCHA, if displayed, is required to enable the search feature.

☐ I'm not a robot

reCAPTCHA
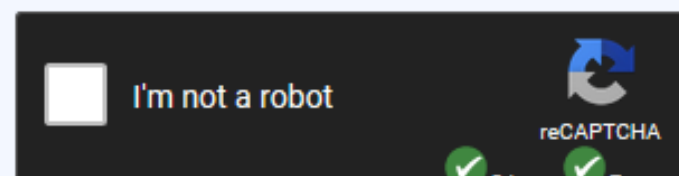
[Search] [Reset]

Disability Access: If you have a disability and are unable to access some of the information contained on the Job Registry portion of this Website because of its format or other features, please email H-2Ajobregistry.chicago@dol.gov or call 1-312-886-8000. Your request will be referred to the appropriate Department of Labor office responsible for providing assistance to you in this regard. In order to help us serve you better, please provide us with a description of your disability and your contact information so we can reach you in the event questions arise while identifying or addressing a solution to your request.

[Return to iCERT Home Page]

Quick Search

ETA Case Number: [   ]

Case Type: [H-2A   ▾]

Status: [All   ▾]

◉ State or Territory of Intended Employment: [Ohio   ▾]

- OR -

◯ Job Location within: [10 Miles ▾] of ZIP Code: [   ]

The State You're In

Select the state you want from the drop-down menu.

Closer to home?

There is also an option to search for job listings only within a specific distance (10, 20, or 30 miles from a specific zip code).

State or Territory of Intended Employment: All

- OR -

Job Location within: 10 Miles of ZIP Code: 45377

It's a date...range!

When searching on icert it's helpful to set a date range on the job orders you're looking for.

If you're just updating a spreadsheet, that's easy. Start with the date of the last job order posted that you updated!

	ETA Case Number	Job Posting Date	Case Type
14	H-300-18330-440890	12/4/2018	H-2A
15	H-300-18330-440890	12/4/2018	H-2A
16			

| Job Order Posting Date Range: | From: 12/04/2018 | To: 01/08/2019 |

| Industry: | (NAICS Code) | Search NAICS Code |
| | (NAICS Title) | |

So, if you have updates through 12/4/18 then you'll want to set the start of your date range as From: 12/4/18 To: today's date.

This will help make sure you're not missing any that posted after you updated. If you have all of them from the 4th, it's easy to switch your date range to 12/5/18 to today's date.
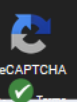
Not a bot!

You will have to prove that you're not a bot with a reCaptcha fill in the box before you're allowed to hit enter on your search, but it only takes a few seconds.

Is Advanced Search helpful?
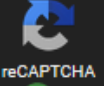
Advanced Search give you the option to refine your search by Work Range if you want that as well.

Still not a bot!

It will make you do this repeatedly as you continue to work because your verification will expire or time out.
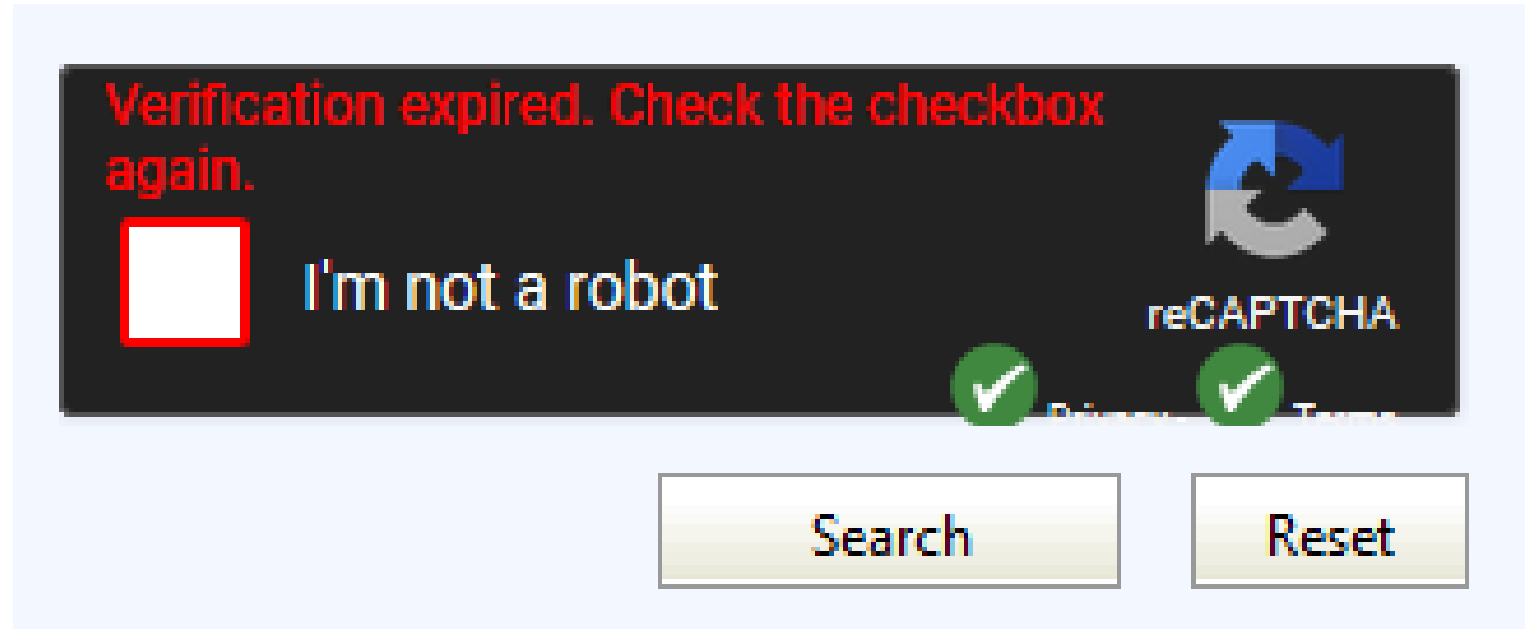
Double Vision

It's very helpful, no matter your monitor set up, to be able to see the Excel spreadsheet you're working with and the icert.doleta.gov web page at the same time.

You will save yourself a lot of clicking if you don't have to minimize the web page or spreadsheet every single time! So, make sure you can see both by shrinking each one until they only take half of your screen if you have a single monitor.

If you have a double monitor, it's even easier! Simply keep one on each screen.

Public Job Registry

Advanced Search

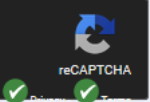| Case Number: | | Job Title: | |
Type:	H-2A	Employer Name:	
	All	Job Order Posting Date Range:	From: 12/04/2018 To: 01/08/2019
State or Territory of Intended Employment:	Ohio	Industry:	(NAICS Code) Search NAICS Code
	- OR -		(NAICS Title)
Location within:	10 Miles of ZIP Code:		

Enter search criteria first, then click the "I'm not a robot" checkbox below. Completion of a valid reCAPTCHA, if displayed, is required to enable the search feature.

✓ I'm not a robot — reCAPTCHA

Search   Reset

Number	Job Posting Date	Case Type	Status	Employer Name	State	Work Start Date	Work End Date	Job Title	Job Orde	Cert
2-211631	01/04/2019	H-2A	ACTIVE	Penn-Ohio Wholesale Gard...	OH	03/11/2019	11/17/2019	Nursery Worker		
1-956836	01/03/2019	H-2A	ACTIVE	PATTERSON FARMS, INC.	OH	03/01/2019	11/30/2019	Fruit Farmworker		
4-872449	01/03/2019	H-2A	ACTIVE	North Branch Nursery, Inc.	OH	03/01/2019	12/15/2019	Nursery Worker		📄
4-921807	01/02/2019	H-2A	ACTIVE	Motz Turf Farms Ltd.	OH	03/01/2019	11/30/2019	Sod Farm Worker		
4-773840	01/02/2019	H-2A	ACTIVE	Lawrence J. Secor	OH	03/01/2019	12/01/2019	Farm and Nursery Worker		
4-121509	12/28/2018	H-2A	ACTIVE	Landscape Creations Nurser...	OH	02/28/2019	11/30/2019	Nursery Worker		
4-769117	12/28/2018	H-2A	ACTIVE	Davis Tree Farm & Nursery, ...	OH	03/01/2019	12/10/2019	Experienced Crew Leader/Nur...		📄
3-987538	12/26/2018	H-2A	ACTIVE	WHITEBARN ORGANICS	OH	02/15/2019	11/15/2019	Laborer		📄
3-900852	12/26/2018	H-2A	ACTIVE	PEACE VALLEY ORCHARDS,...	OH	02/25/2019	10/25/2019	Apple Picker		📄
2-991454	12/26/2018	H-2A	ACTIVE	Willoway Nurseries, Inc.	OH	02/25/2019	11/29/2019	Experienced Lead Worker/Nu...		📄

|◄ ◄ 1 / 3 ► ►| 10 ▾ 27 Row(s)

cess: If you have a disability and are unable to access some of the information contained on the Job Registry portion of this Website because of its format or other features, please email H-2Ajobregistry.chicago@dol.gov or call 00. Your request will be referred to the appropriate Department of Labor office responsible for providing assistance to you in this regard. In order to help us serve you better, please provide us with a description of your disability and information so we can reach you in the event questions arise while identifying or addressing a solution to your request.

Excel spreadsheet (left):

	A	B	C	D	E	F	
1	ETA Case Number	Job Posting Date	Case Type	Status	Employer Name	State	Work

unexpired jobs | expired jobs (2018 h2a) | Sheet ...

Sort it Out!

You can sort the job orders using the different headers, e.g., job posting date, work start date, work end date, etc.

ETA Case Number	Job Posting Date	Case Type	Status	Employer Name	State	Work Start Date	Work End Date	Job Title	J
H-300-18362-211631	01/04/2019	H-2A	ACTIVE	Penn-Ohio Wholesale Gard...	OH	03/11/2019	11/17/2019	Nursery Worker	
H-300-18361-956836	01/03/2019	H-2A	ACTIVE	PATTERSON FARMS, INC.	OH	03/01/2019	11/30/2019	Fruit Farmworker	
H-300-18354-872449	01/03/2019	H-2A	ACTIVE	North Branch Nursery, Inc.	OH	03/01/2019	12/15/2019	Nursery Worker	
H-300-18354-921807	01/02/2019	H-2A	ACTIVE	Motz Turf Farms Ltd.	OH	03/01/2019	11/30/2019	Sod Farm Worker	
H-300-18354-773840	01/02/2019	H-2A	ACTIVE	Lawrence J. Secor	OH	03/01/2019	12/01/2019	Farm and Nursery Worker	
H-300-18354-121509	12/28/2018	H-2A	ACTIVE	Landscape Creations Nurser...	OH	02/28/2019	11/30/2019	Nursery Worker	
H-300-18354-769117	12/28/2018	H-2A	ACTIVE	Davis Tree Farm & Nursery, ...	OH	03/01/2019	12/10/2019	Experienced Crew Leader/Nur...	
H-300-18348-987538	12/26/2018	H-2A	ACTIVE	WHITEBARN ORGANICS	OH	02/15/2019	11/15/2019	Laborer	
H-300-18353-900852	12/26/2018	H-2A	ACTIVE	PEACE VALLEY ORCHARDS,...	OH	02/25/2019	10/25/2019	Apple Picker	
H-300-18352-991454	12/26/2018	H-2A	ACTIVE	Willoway Nurseries, Inc.	OH	02/25/2019	11/29/2019	Experienced Lead Worker/Nu...	

|◀ ◀ 1 / 3 ▶ ▶| 10 ⌄ 27 Row(s)

Copy that!

You can, of course, hand type all the listings in, but there's an easier way to get all your initial listing information.

Set the view to 30 listings per page (not necessary, but it's nice to get more at a time!)

ETA Case Number	Job Posting Date	Case Type	Status	Employer Name	State	Work Start Date	Work End Date	Job Title
H-300-18352-957397	12/21/2018	H-2A	ACTIVE	Willoway Nurseries, Inc.	OH	02/25/2019	06/28/2019	Experienced Lead Worker/Nu...
H-300-18339-121058	12/19/2018	H-2A	ACTIVE	Willowbend Nurseries LLC	OH	02/11/2019	07/05/2019	Horticultural Worker
H-300-18351-316102	12/21/2018	H-2A	ACTIVE	STUDEBAKER NURSERIES, I...	OH	02/25/2019	07/05/2019	Nursery Worker
H-300-18349-548349	12/20/2018	H-2A	ACTIVE	T & D DAYTON NURSERIES,...	OH	02/23/2019	10/19/2019	Nursery Worker
H-300-18353-900852	12/26/2018	H-2A	ACTIVE	PEACE VALLEY ORCHARDS,...	OH	02/25/2019	10/25/2019	Apple Picker
H-300-18341-626947	12/17/2018	H-2A	ACTIVE	The Wm. A. Natorp Company	OH	02/11/2019	11/15/2019	Nursery Worker
H-300-18291-793879	12/18/2018	H-2A	ACTIVE	The Wm. A. Natorp Company	OH	02/11/2019	11/15/2019	Nursery Worker
H-300-18348-987538	12/26/2018	H-2A	ACTIVE	WHITEBARN ORGANICS	OH	02/15/2019	11/15/2019	Laborer
H-300-18330-440890	12/04/2018		ACTIVE	Donzell's Flower & Garden ...	OH	02/01/2019	11/17/2019	Nursery Worker
H-300-18362-211631	01/04/2019	H-2A	TIVE	Penn-Ohio Wholesale Gard...	OH	03/11/2019	11/17/2019	Nursery Worker

|◄ ◄ 1 / 3 ► ►| 10 ˅ 27 Row(s)

ACTIVE	Donzell's Flower & Garden ...	OH	02/01/2019
ACTIVE	Penn-Ohio Wholesale Gard...	OH	03/11/2019
ACTIVE	LEHTY NURSERY LLC	OH	

|◄ ◄ 1 / 1 ► ►| 30 ˅ 27 Row(s)

Gotta catch 'em all!

Now, starting in the upper left-hand corner, highlight all the listings.

ETA Case Number	Job Posting Date	Case Type	Status	Employer Name	State	Work Start Date	Work End Date	Job Title	Job Orde	Cert
H-300-18354-921807	01/02/2019	H-2A	ACTIVE	Motz Turf Farms Ltd.	OH	03/01/2019	11/30/2019	Sod Farm Worker		
H-300-18354-773840	01/02/2019	H-2A	ACTIVE	Lawrence J. Secor	OH	03/01/2019	12/01/2019	Farm and Nursery Worker		
H-300-18354-769117	12/28/2018	H-2A	ACTIVE	Davis Tree Farm & Nursery, ...	OH	03/01/2019	12/10/2019	Experienced Crew Leader/Nur...	📄	
H-300-18339-885476	12/19/2018	H-2A	ACTIVE	Willowbend Nurseries LLC	OH	02/11/2019	12/13/2019	Horticultural Worker	📄	
H-300-18349-845102	12/20/2018	H-2A	ACTIVE	STROPKEY NURSERIES, INC.	OH	02/23/2019	12/13/2019	Nursery Worker	📄	
H-300-18351-256666	12/21/2018	H-2A	ACTIVE	Brotzman's Nursery, Inc.	OH	02/25/2019	12/13/2019	Nursery Worker	📄	
H-300-18346-451623	12/21/2018	H-2A	ACTIVE	MANZANA LLC	OH	02/15/2019	12/15/2019	Farm Laborer		
H-300-18347-593196	12/21/2018	H-2A	ACTIVE	Rhoads Farm, Inc.	OH	02/22/2019	12/15/2019	Farm/Nursery Worker	📄	
H-300-18354-872449	01/03/2019	H-2A	ACTIVE	North Branch Nursery, Inc.	OH	03/01/2019	12/15/2019	Nursery Worker	📄	
H-300-18351-089852	12/26/2018	H-2A	ACTIVE	Decker's Nursery Inc.	OH	02/25/2019	12/23/2019	Nursery Worker	📄	

|◀ ◀ 1 / 1 ▶ ▶| 30 ⌄ 27 Row(s)

Scroll down to the bottom, hold down 'shift', and click to the far-right bottom corner to make sure everything is highlighted.

Now, copy it using your preferred method. Ex. Right click and select Copy on the pop-up menu or hold CTRL and C at the same time.

Paste!

Now, go to your spreadsheet and click in A2 or your next available empty cell if you're updating a spreadsheet.

Now Paste using your preferred method.

Ex. Right click and select Paste from the pop-up menu or hold down CTRL and P at the same time.

Depending on your internet speeds it might take a few moments to show up!

	A	B	C
1	ETA Case Number	Job Posting Date	Case Type
2			
3			
4			

	A	B	C
1	ETA Case Number	Job Posting Date	Case Type
15	H-300-18330-440890	12/4/2018	H-2A
16			
17			

	ETA Case Number	Job Posting Date	Case Type	Status	Employe
15	H-300-18330-440890	12/4/2018	H-2A	ACTIVE	Donzell's
16	H-300-18341-626947	12/17/2018	H-2A	ACTIVE	The Wm.
17	H-300-18291-793879	12/18/2018	H-2A	ACTIVE	The Wm.
18	H-300-18345-601759	12/18/2018	H-2A	ACTIVE	Studebal
19	H-300-18341-980093	12/18/2018	H-2A	ACTIVE	Willoway
20	H-300-18339-885476	12/19/2018	H-2A	ACTIVE	Willowbi
21	H-300-18339-121058	12/19/2018	H-2A	ACTIVE	Willowbi

Matchy Matchy!

Now, when you Paste the cells will contain hyper links and other formatting you may want to clean up.

There are several ways/steps to do this.

If you already have rows from previous updates formatted the way you like you can use the use the **Format Painter** on the **Home** tab to quickly apply the same formatting (font style, etc.) to the rows you just added.

Click on the Format Painter icon:

- The pointer changes to a paintbrush icon.

- Click and drag down the row numbers you just added to apply the formatting. This only works once. If you want to do more you'll need to click the icon again or to change the format of multiple selections in your document, you must first double-click **Format Painter**.

- To stop formatting, press ESC.
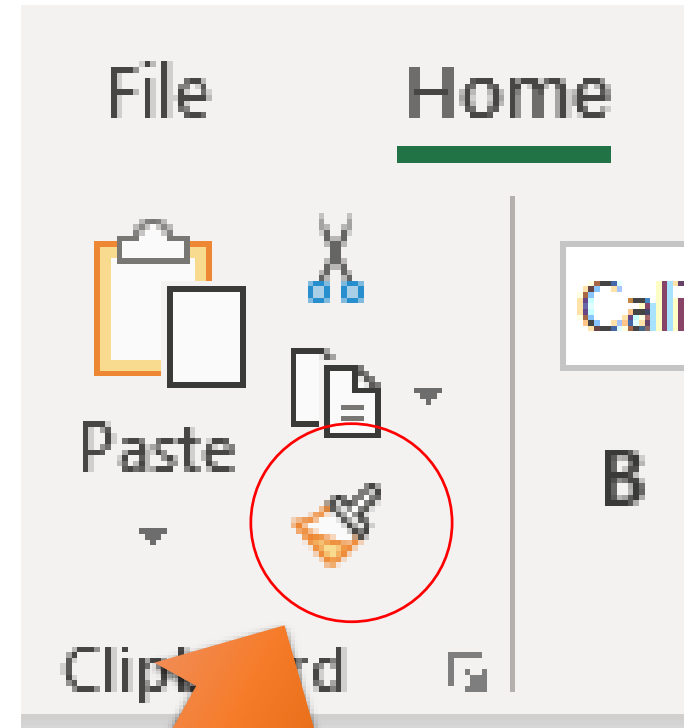
Remove hyperlinks

As you work you may not want to run the risk of inadvertently clicking active hyperlinks in the ETA case number, etc.

If you want to remove hyperlinks from one or more Excel cells, simply select the cells containing the hyperlinks and then either

- From the 'Editing' group on the **Home** tab of the Excel ribbon, select the option **Clear → Remove Hyperlinks** (see right).

- Note that this command will remove the hyperlinks in the selected cell(s), but the formatting of the cell(s) will remain unchanged.
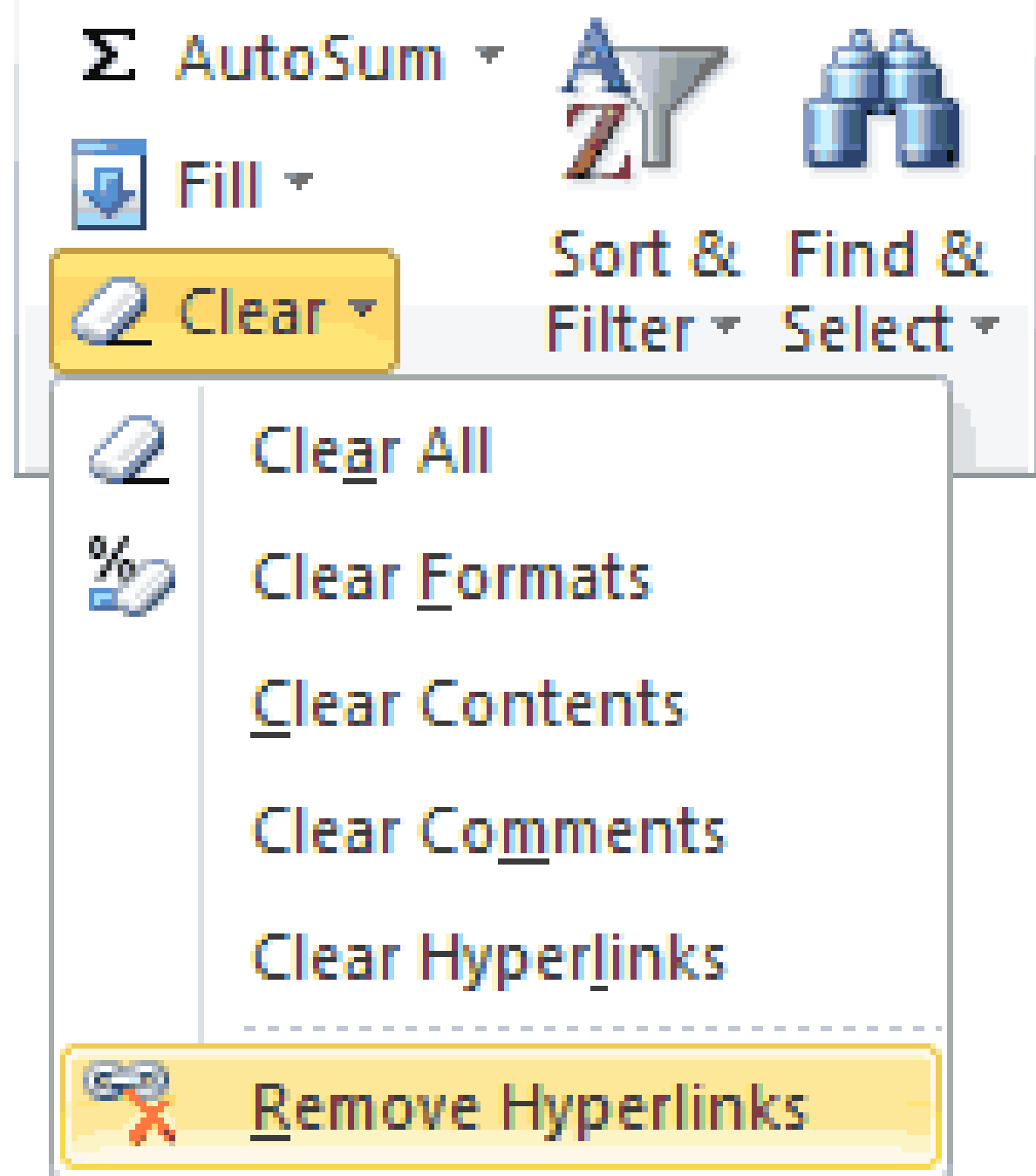
Option B

Use the mouse to right-click on the selected cell(s) then, from the right-click menu, select the option **Remove Hyperlink** (or **Remove Hyperlinks** if you have more than one cell selected).

This option removes the hyperlinks <u>and</u> the formatting from the selected cell(s).
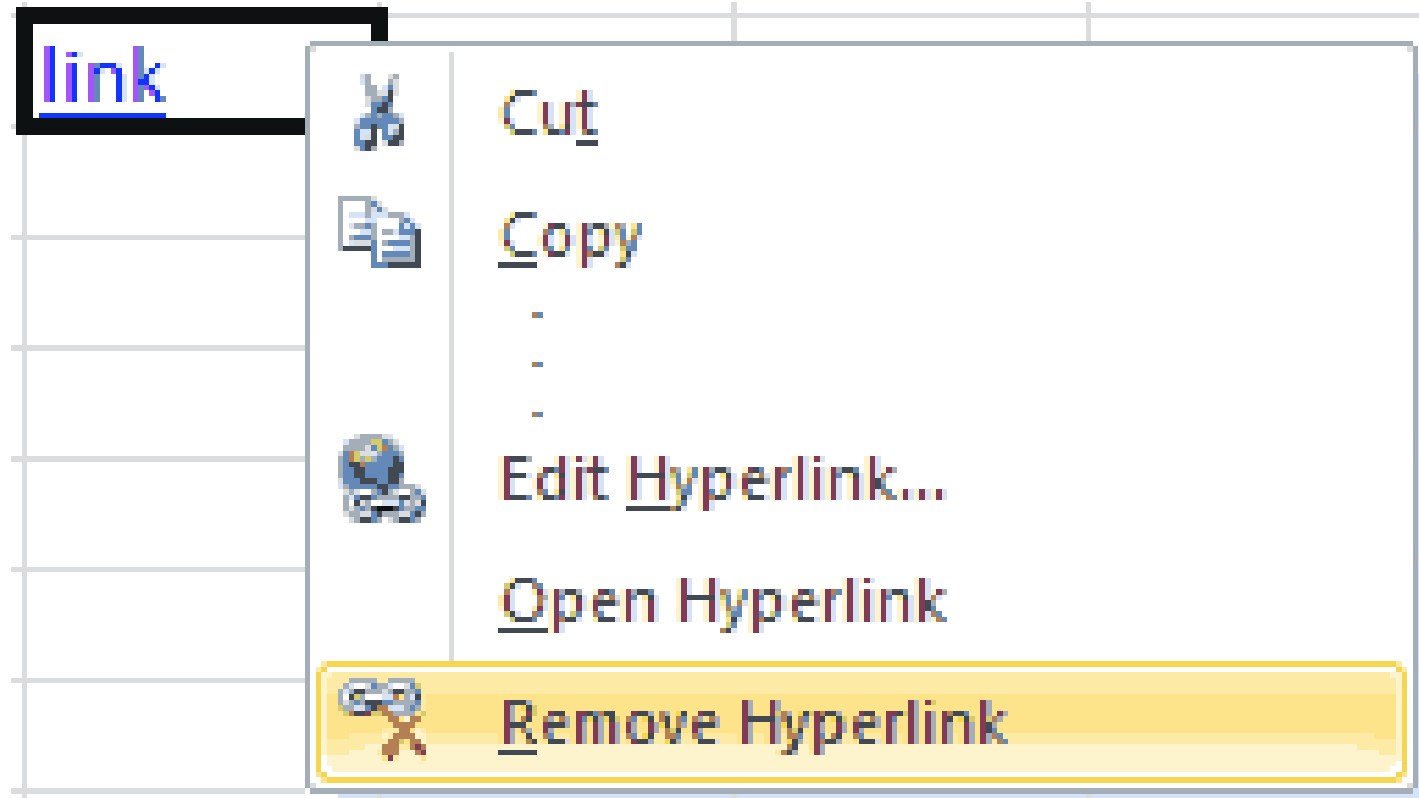
How to delete all hyperlinks in 2 clicks (only in Excel 2010 and 2013)

- In Excel 2010, Microsoft finally added the ability to remove multiple hyperlinks at a time:

- Select the entire column (or the whole sheet) with Hyperlinks: click on any cell with data and press Ctrl+Space.

- Right-click on any selected cell and select "**Remove hyperlinks**" from the context menu.

- All hyperlinks are removed from the column.
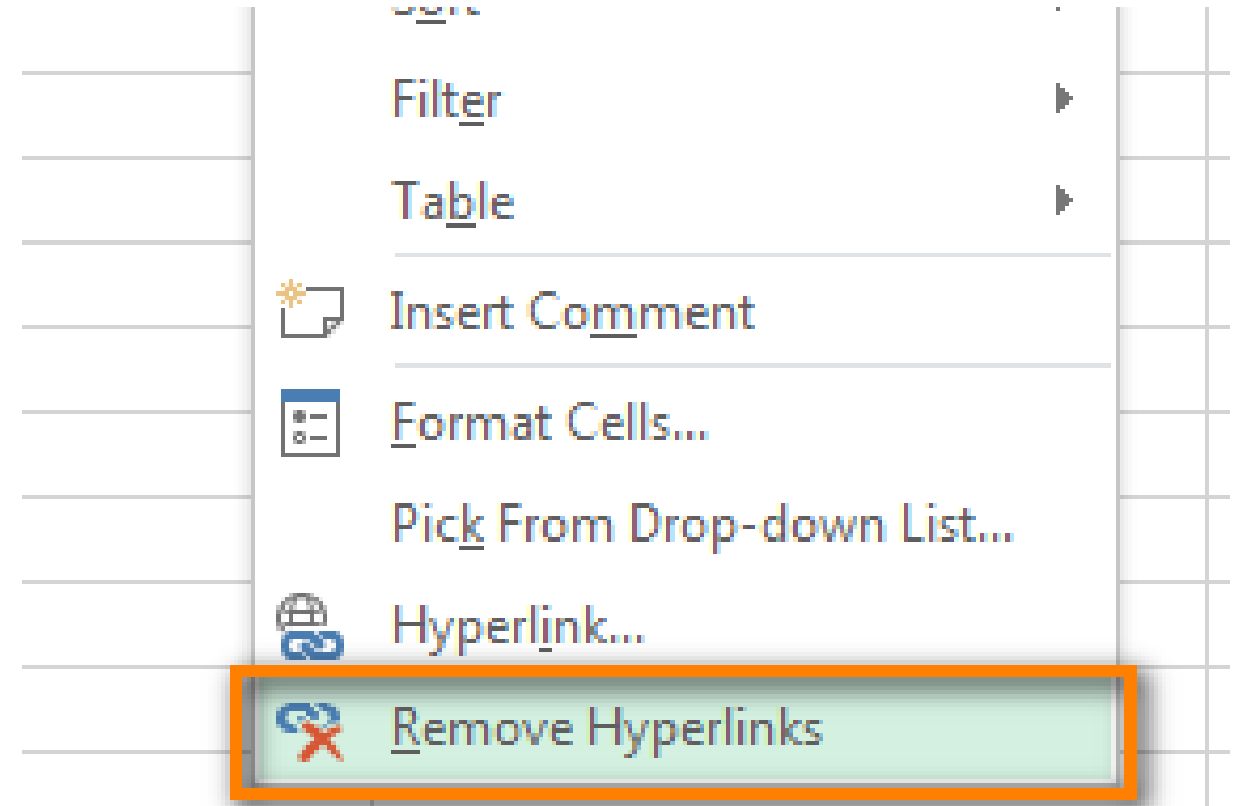
You have a few ways of clearing text formatting. First, once you paste, a small pop-up will appear and give you three options:

- **Keep Source Formatting** will preserve the text as you copied it. (Shortcut: Press **CTRL + K**, to select this after pasting).

- **Merge Formatting** will force the text you're pasting to match the text around it. (Shortcut: Press **CTRL + M**, to choose this after pasting).

- **Keep Text Only** will only take the text and give it no other formatting. (Shortcut: Press **CTRL+ T**, to do this quickly after pasting).

- When this bubble appears, you can even choose which option to set as default. If you'd like, you can also accomplish this using the *Paste Special* option under *Paste* on the left side of the *Home* ribbon. It's effectively the same option, though it gains more functionality if you're pasting more than just text.
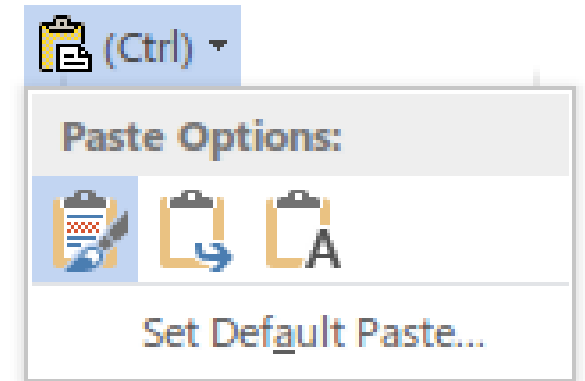
All cleaned up!

	A	B	C	D	A
1	ETA Case Number	Job Posting Date	Case Type	Status	Employ
15	H-300-18330-440890	12/4/2018	H-2A	ACTIVE	Donzell'
16	H-300-18341-626947	12/17/2018	H-2A	ACTIVE	The Wm
17	H-300-18291-793879	12/18/2018	H-2A	ACTIVE	The Wm
18	H-300-18345-601759	12/18/2018	H-2A	ACTIVE	Studeba
19	H-300-18341-980093	12/18/2018	H-2A	ACTIVE	Willowa
20	H-300-18339-885476	12/19/2018	H-2A	ACTIVE	Willowb
21	H-300-18339-121058	12/19/2018	H-2A	ACTIVE	Willowb

Icon removal

At times you may end up with PDF icons in two of your columns after cleaning up the rest of your formatting.

You will simply need to hold down CNTRL as you click each one and then delete them.

If you find a faster way let us know!

Job Title	Crop Activities	Number of Workers Requested
Nursery Worker	Nursery stock: including annuals, perennials, roses, fruits, berries, herbs, and vegetables	
Nursery Worker	[PDF]	[PDF]
Nursery Worker	[PDF]	
Nursery Worker	[PDF]	
Experienced Crew Chief/Nursery Worker	[PDF]	
Horticultural Worker	[PDF]	
Horticultural Worker	[PDF]	
Farmworker	[PDF]	[PDF]
Nursery Worker	[PDF]	
Nursery Worker	[PDF]	
Nursery Worker	[PDF]	
Farm Laborer		
Farm/Nursery Worker	[PDF]	
Experienced Lead Worker/Nursery Worker	[PDF]	[PDF]
Nursery Worker	[PDF]	
Nursery Worker	[PDF]	
Laborer	[PDF]	
Apple Picker	[PDF]	
Experienced Lead	[PDF]	

Crop Activities	Number of Workers Requested	
Nursery stock: including annuals, perennials, roses, fruits, berries, herbs, and vegetables	2	
Nursery stock: including annuals, perennials, roses, fruits, berries, herbs, and vegetables		

Job Title		
Nursery Worker		
Nursery Worker		
Nursery Worker		
Nursery Worker		
Experienced Crew Chief/Nursery Worker		
Horticultural Worker		
Horticultural Worker		
Farmworker		
Nursery Worker		
Nursery Worker		
Nursery Worker		
Farm Laborer		
Farm/Nursery Worker		
Experienced Lead Worker/Nursery Worker		
Nursery Worker		
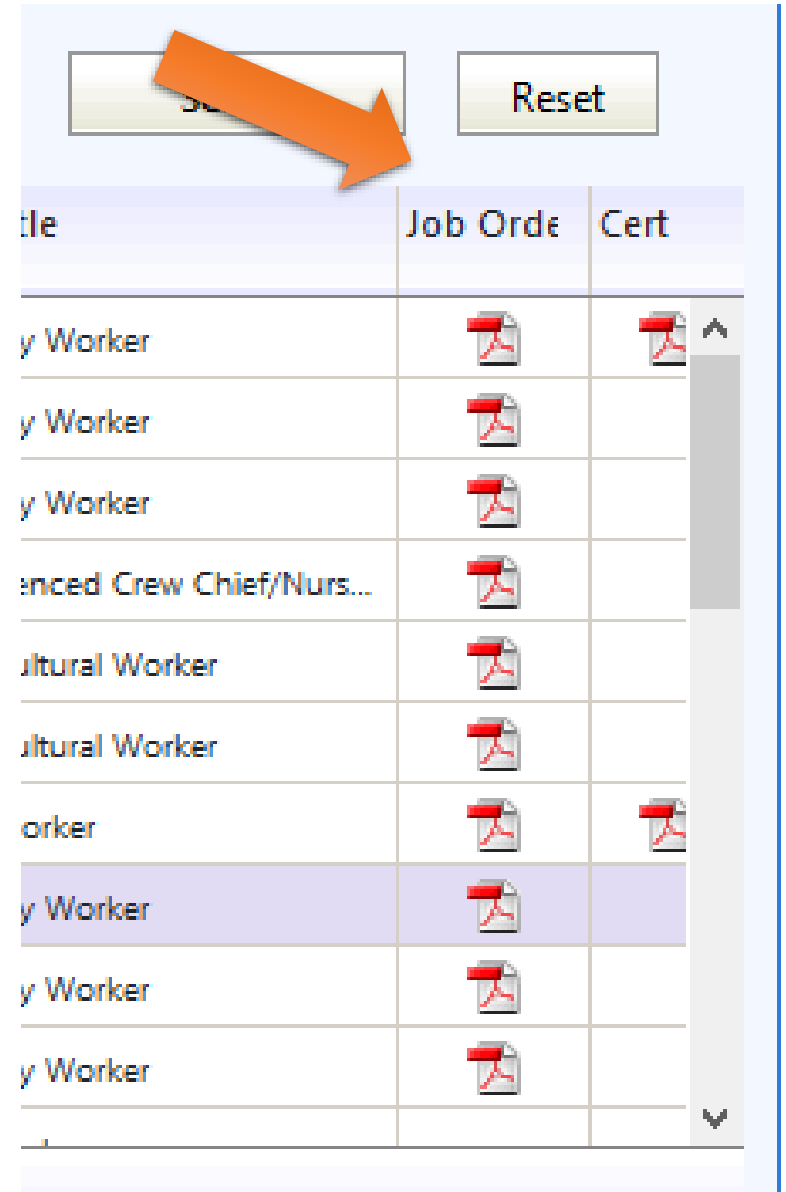
You will do this copy, paste, and clean-up process for each page of job orders on the web site. That's why it's nice to do 30 at a time instead of 10!

All cleaned up and ready to go!

Okay, now we are ready to start adding in the additional information you need. Go to the top of the list and on the right-hand side you'll see two columns the PDF icons. The first column labeled Job Order is Form ETA 790.

The second, labeled Cert, is Form ETA-9142A.

Form ETA 790 contains housing information and other details that ETA-9142A does not. As you can see, some job order applications will have both and some will only have one.

Filling in the Blanks

Click the first ETA Form 790 PDF icon. A new tab will open on your web browser.

A filled-out version of this form will appear. Some are worn and faded, others are typed, and many are hand-written.

Box 1

In box one you'll find:

The Employer's Name and Address

Phone Numbers

Email address

Box 2

Box two is where you'll find the list of work site address and directions. If there are too many to fit in this section, they'll be continued in Box 28 on page 7 or in an attachment.

Box 3

Box three is where you'll find the list of housing site addresses, descriptions, and directions.

If there are too many to fit in this section, they'll be continued in Box 28 on page 7 or in an attachment.

Hard to Read?

If the addresses are incredibly hard to read make sure to scroll down and check the attachments.

At times there is a clearer typed form included that has both housing and work site addresses. It's worth looking for!

What if there's more than one?

Many applications have information on multiple work sites and housing site addresses.

There you go! Insert a row!

If there's more than one worksite and/or more than one housing site address, you'll want to insert another row for each one under your original listing for that job order.
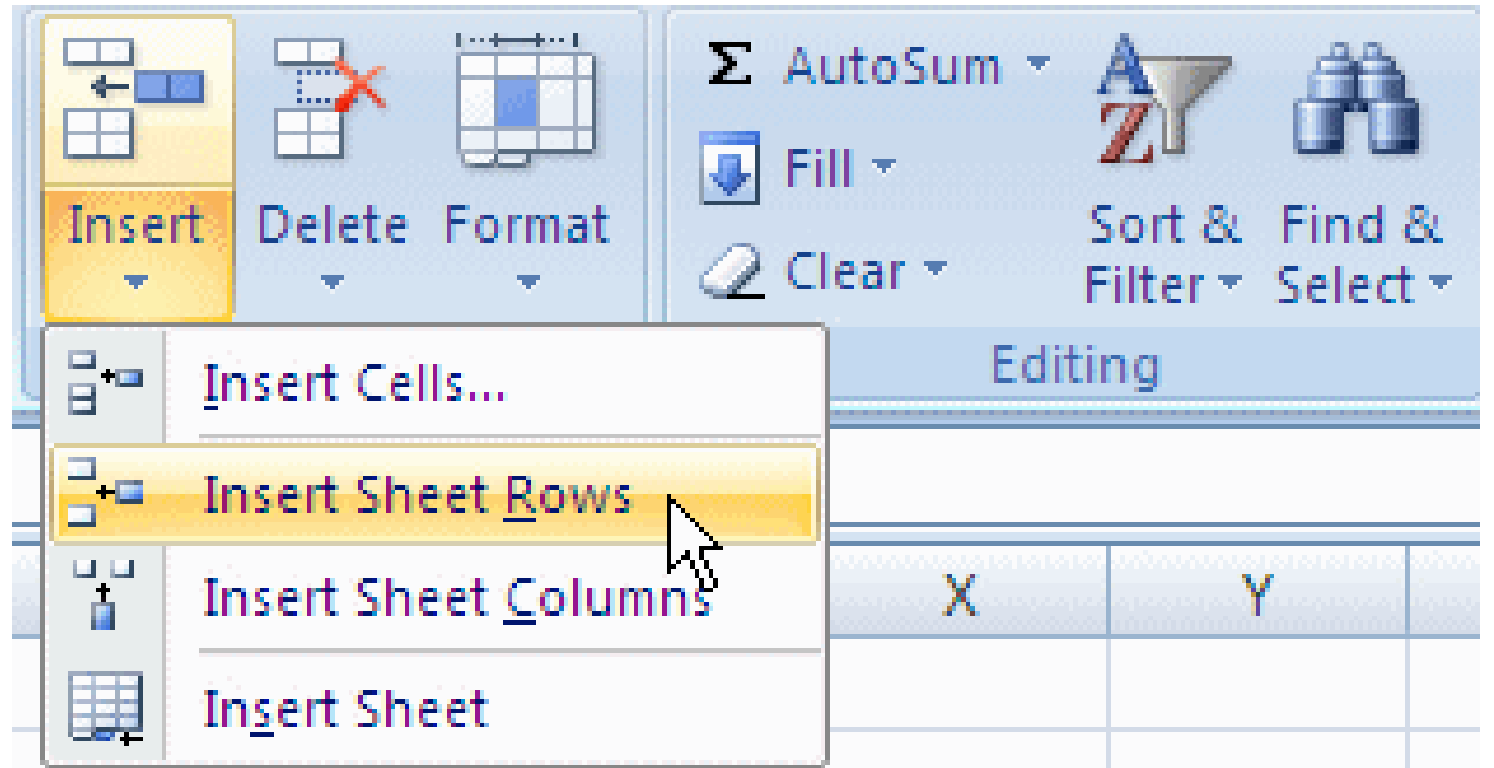
Paste & Go

Then, copy and paste the information you want to keep from the original row (like the ETA Number, Job Posting Date, Employer Name, Type of Worker, Crop Activities, etc.) and put in the additional housing site or work site information in the appropriate columns.

Box 10

This is where you'll find the numbers of workers the employer has requested.

U.S. Department Labor
Employment and Training Administration

OMB Control No. 1205-0134
Expiration Date: March 31, 2019

Agricultural and Food Processing Clearance Order ETA Form 790
Orden de Empleo para Obreros/Trabajadores Agrícolas y Procesamiento de Alimentos

(Print or type in each field block – To include additional information, go to block # 28 – Please follow Step-By-Step Instructions)
(Favor de usar letra de molde en la solicitud – Para incluir información adicional vea el punto # 28 – Favor de seguir las instrucciones paso-a-paso)

1. Employer's and/or Agent's Name and Address (Number, Street, City, State and Zip Code / Nombre y Dirección del Empleador/Patrón y/o Agente (Número, Calle, Ciudad, Estado y Código Postal):

a) Federal Employer Identification Number (FEIN) / Número federal de Identificación del Empleador.

b) Telephone Number / Número de Teléfono:

c) Fax Number / Número de Fax:

d) E-mail Address / Dirección de Correo Electrónico:

2. Address and Directions to Work Site / Domicilio y Direcciones al lugar de trabajo:

3. Address and Directions to Housing / Domicilio y Direcciones al lugar de vivienda:

a) Description of Housing / Descripción de la vivienda:

Nos. 4 through 8 for STATE USE ONLY
Números 4 a 8 para USO ESTATAL

4. SOC (O*NET/OES) Occupational Code / Código Industrial:

a. SOC (ONET/OES) Occupational Title / Título Ocupacional

5. Job Order No. / Num. de Orden de Empleo:

6. Address of Order Holding Office (include Telephone number) / Dirección de la Oficina donde se radicó la oferta (incluya el número de teléfono):

a. Name of Local Office Representative (include direct dial telephone number) / Nombre del Representante de la Oficina Local (Incluya el número de teléfono de su línea directa).

7. Clearance Order Issue Date / Fecha de Emisión de la Orden de Empleo:

8. Job Order Expiration Date / Fecha de Vencimiento o Expiración de la Orden de Empleo:

9. Anticipated Period of Employment / Periodo anticipado o previsto de Empleo:

From / Desde: To / Hasta:

10. Number of Workers Requested / Número de Trabajadores Solicitados:

11. Anticipated Hours of Work per Week / Horas Anticipadas/Previstas de Trabajo por Semana. Total:

Sunday / Domingo_____   Thursday /Jueves_____
Monday / Lunes _____   Friday / Viernes_____
Tuesday / Martes _____   Saturday / Sábado _____
Wednesday / Miércoles_____

12. Anticipated range of hours for different seasonal activities: / Rango previsto de horas por alas diferentes actividades de la temporada:

13. Collect Calls Accepted from: / Aceptan Llamadas por Cobrar de:

Employer / Empleador: Yes / Si ❑   No ❑

Box 15

Scroll down to page three of the form and you'll find Box 15. This is where you'll often find referral information and a company contact. Sometimes they'll just refer you to Box 1 and other times a specific contact person with phone number and available times will be listed.

You might have to search within a lot of text in this box to find the information you need.

15. Referral Instructions and Hiring Information / Instrucciones sobre cómo Referir Candidatos/Solicitantes - (Explain how applicants are to be hired or referred, a Employer's/Agent's available hour to interview workers / Explique cómo los candidatos serán contratados o referidos, y las horas disponibles del empleador/ag entrevistar a los trabajadores). See instructions for more details / Vea las instrucciones para más detalles.

16. Job description and requirements / Descripción y requisitos del trabajo:

17. Wage Rates, Special Pay Information and Deductions / Tarifa de Pago, Información Sobre Pagos Especiales y Deducciones (Rebajas)

Crop Activities	Hourly Wage	Piece Rate / Unit(s)	Special Pay (bonus, etc.)	Deductions*	Yes/Sí	No	Pay Period / Periodo de Pago
Cultivos	Salario por Hora	Pago por Pieza / Unidad(es)	Pagos Especiales (Bono, etc.)	Deducciones			/ /
	$	$		Social Security / Seguro Social	☐	☐	Weekly / Semanal
	$	$		Federal Tax / Impuestos Federales	☐	☐	☐
	$	$		State Tax /Impuestos Estatales	☐	☐	Bi-weekly/ Quincenal
	$	$		Meals / Comidas	☐	☐	☐
				Other (specify) / Otro (especifica)	☐	☐	Monthly/Mensual ☐
							Other/Otro ☐

Page Four, Find out More!

In Box 17 is where you'll find out the specific Crop Activities the employer wants workers to perform or the crop they'll be working with.

At times only one will be listed, other times the list continues below the available spaces.

18. More Details About the Pay / Mas Detalles Sobre el Pago:

Box 16

If a description in Box 17 is too vague or doesn't list a crop, go back to Box 16 and check the job description requirements. You might be able to find more information there.

16. Job description and requirements / Descripción y requisitos del trabajo:

1. Is previous work experience preferred? / Se prefiere previa experiencia?   Yes / Si ❑   No ❑   If yes, number of months preferred: / Si es así, numero de meses de experiencia: _____

2. Check all requirements that apply:

❑ Certification/License Requirements / Certificación/Licencia Requisitos
❑ Driver Requirements / Requisitos del conductor
❑ Employer Will Train / Empleador entrenará o adiestrará
❑ Extensive Sitting / Estar sentado largos ratos
❑ Exposure to Extreme Temp. / Expuesto a Temperaturas Extremas
❑ Lifting requirement / Levantar o Cargar _____lbs./libras
❑ Repetitive Movements / Movimientos repetitivos

❑ Criminal Background Check / Verificación de antecedentes penales
❑ Drug Screen / Detección de Drogas
❑ Extensive Pushing and Pulling / Empujar y Jalar Extensamente
❑ Extensive Walking / Caminar por largos ratos
❑ Frequent Stooping / Inclinándose o agachándose con frecuencia
❑ OT/Holiday is not mandatory / Horas Extras (sobre tiempo) / Días Feriados no obligatorio

- 3 -

17. Wage Rates, Special Pay Information and Deductions / Tarifa de Pago, Información Sobre Pagos Especiales y Deducciones (Rebajas)

Crop Activities	Hourly Wage	Piece Rate / Unit(s)	Special Pay (bonus, etc.)	Deductions*	Yes/Sí	No	Pay Period / Periodo de Pago
Cultivos	Salario por Hora	Pago por Pieza / Unidad(es)	Pagos Especiales (Bono, etc.)	Deducciones			/ /
	$	$		Social Security / Seguro Social	❑	❑	Weekly / Semanal
	$	$		Federal Tax / Impuestos Federales	❑	❑	❑
	$	$		State Tax /Impuestos Estatales	❑	❑	Bi-weekly/ Quincenal
	$	$		Meals / Comidas	❑	❑	❑
	$	$		Other (specify) / Otro (especifica)	❑	❑	Monthly/Mensual ❑
							Other/Otro ❑

Box 28

Box 28 is for extras. Extra housing or work site information, etc., that couldn't fit in Boxes 2 and 3. If it doesn't all fit in here employers will also have attachments with their applications.

Department of Labor, Employment and Training Administration, Office of Workforce Investment, Room C-4510, 200 Constitution Avenue, NW, Washington, DC 20210.

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28. Use this section to provide additional supporting information (including section Box number). Include attachments, if necessary. / Utilice esta sección para proporcionar información adicional de apoyo; incluya el numero de la sección e incluya archivos adjuntos, si es necesario.

County information?

Sometimes the application will include the work site or housing site address county information. If not, it's easiest to just keep a tab in your browser where you can easily update a search phrase with each city you want to look up.

Google   barberton oh county   Q

Form ETA-9142a

If they don't have Form ETA 790 then you can get a lot of the information you need from the document in the second column of PDF links. Form ETA-9142a.

These are nearly always more legible than the other form, but don't contain the same amount of information.

Section B, Box 7

In section B, Box 7 of Form ETA-9142a you can find the number of workers requested.

H-2A Application for Temporary Employment Certification
Form ETA-9142A
U.S. Department of Labor

Please read and review the filing instructions carefully before completing the Form ETA-9142A. A copy of the instructions can be found at http://www.foreignlaborcert.doleta.gov/. In accordance with Federal Regulations, incomplete or obviously inaccurate applications will not be certified by the Department of Labor. If submitting this form non-electronically, ALL required fields/items containing an asterisk (*) must be completed as well as any fields/items where a response is conditional as indicated by the section (§) symbol.

A. Employment-Based Nonimmigrant Visa Information

1. Indicate the type of visa classification supported by this application (Write classification symbol): *

B. Temporary Need Information

1. Job Title *

2. SOC (ONET/OES) code *

3. SOC (ONET/OES) occupation title *

4. Is this a full-time position? *
   ☐ Yes   ☐ No

Period of Intended Employment

5. Begin Date *
   (mm/dd/yyyy)

6. End Date *
   (mm/dd/yyyy)

7. Worker positions needed/basis for the visa classification supported by this application

☐ **Total Worker Positions Being Requested for Certification ***

Basis for the visa classification supported by this application
(indicate the total workers in each applicable category based on the total workers identified above)

a. New employment *

d. New concurrent employment *

b. Continuation of previously approved employment * without change with the same employer

e. Change in employer *

c. Change in previously approved employment *

f. Amended petition *

8. Nature of Temporary Need: (Choose only one of the standards) *
   ☐ Seasonal   ☐ Peakload   ☐ One-Time Occurrence   ☐ Intermittent or Other Temporary Need

9. Statement of Temporary Need *

Form ETA-9142A   **FOR DEPARTMENT OF LABOR USE ONLY**   Page 1 of 6

Case Number: _____   Case Status: _____   Validity Period: _____ to _____

Section D

In Section D, on page 2, you'll find the employer's point of contact information.

C. Employer Information

Important Note: Enter the full name of the individual employer, partnership, or corporation and all other required information in this section. For joint employer or master applications filed on behalf of more than one employer under the H-2A program, identify the main or primary employer in the section below and then submit a separate attachment that identifies each employer, by name, mailing address, and total worker positions needed, under the application.

1. Legal business name *		
2. Trade name/Doing Business As (DBA), if applicable		
3. Address 1 *		
4. Address 2		
5. City *	6. State *	7. Postal code *
8. Country *	9. Province	
10. Telephone number *	11. Extension	
12. Federal Employer Identification Number (FEIN from IRS) *	13. NAICS code (must be at least 4-digits) *	
14. Number of non-family full-time equivalent employees	15. Annual gross revenue	16. Year established

17. Type of employer application (choose only one box below) *

☐ Individual Employer   ☐ Association – Sole Employer (H-2A only)
☐ H-2A Labor Contractor or   ☐ Association – Joint Employer (H-2A only)
     Job Contractor   ☐ Association – Filing as Agent (H-2A only)

D. Employer Point of Contact Information

Important Note: The information contained in this Section must be that of an employee of the employer who is authorized to act on behalf of the employer in labor certification matters. The information in this Section must be different from the agent or attorney information listed in Section E, unless the attorney is an employee of the employer. For joint employer or master applications filed on behalf of more than one employer under the H-2A program, enter only the contact information for the main or primary employer (e.g., contact for an association filing as joint employer) under the application.

1. Contact's last (family) name *	2. First (given) name	3. Middle name(s)
4. Contact's job title *		
5. Address 1 *		
6. Address 2		
7. City *	8. State *	9. Postal code *
10. Country *	11. Province	
12. Telephone number *	13. Extension	14. E-Mail address

Section F

On page 3, section F, you'll find the Job Description where you can determine what crop activities the workers will be doing.

H-2A Application for Temporary Employment Certification
Form ETA-9142A
U.S. Department of Labor

E. Attorney or Agent Information (If applicable)

1. Is/are the employer(s) represented by an attorney or agent in the filing of this application (including associations acting as agent under the H-2A program)? If "Yes", complete Section E. *   ❏ Yes   ❏ No

2. Attorney or Agent's last (family) name §   3. First (given) name §   4. Middle name

5. Address 1 §

6. Address 2

7. City §   8. State   9. Postal code §

10. Country §   11. Province

12. Telephone number §   13. Extension   14. E-Mail address

15. Law firm/Business name §   16. Law firm/Business FEIN §

17. State Bar number (only if attorney) §   18. State of highest court where attorney is in good standing (only if attorney) §

19. Name of the highest court where attorney is in good standing (only if attorney) §

F. Job Offer Information

a. Job Description

1. Job Title *

2. Number of hours of work per week
   Basic *: _____   Overtime: _____
3. Hourly Work Schedule *
   A.M. (h:mm): ___ : ____   P.M. (h:mm): ___ : ____

4. Does this position supervise the work of other employees? *   ❏ Yes   ❏ No   4a. If yes, number of employees worker will supervise (if applicable) § _____

5. Job duties – A description of the duties to be performed **MUST** begin in this space. If necessary, add attachment to continue and complete description. *

Section G

In section G, on page 4, you'll find the main worksite information. Additional worksite addresses may be listed as well.

You will not find housing information in this form.

On we go!

Congratulations! You've now completed gathering information from one job order! Close out that tab.

Click the second ETA Form 790 PDF icon. A new tab will open on your web browser. (…)

It's time to do it all again (and again) until you get to the end!

Need a refresher when you get to Page 2? Go back to slide 18!