

877—8.3(96) Job orders and related areas.

8.3(1) An employer wishing to list a job opening with a workforce development center shall appear at the office, and may telephone, fax or mail to the office all information pertinent to the job opening. This information will be reported on Form 62-2024 by the agency staff. The data collected on this form will become the source data for the microfiche used as the job listings to be viewed by the job applicants or workforce development staff.

8.3(2) Job listings are put on microfiche for viewing by job applicants. A microfiche is a photographic negative (film) which can be viewed in a job bank viewer in each workforce development center. The microfiche gives all the details concerning job openings and is updated each working day. The microfiche may be viewed in the company of an agency interviewer who is considering the person for job referral.

8.3(3) Job listings for use in job information centers in workforce development centers are put on a suppressed microfiche. The suppressed microfiche does not give the name of the employer and is used by job applicants seeking job information before possible referral to the opening. The suppressed microfiche can be viewed in a job bank viewer found near the reception area. Assistance in operating the job bank viewer is available from the receptionist.

8.3(4) In case of a shortage of domestic agricultural workers, an employer's job order may be extended to states other than Iowa where a surplus of these workers might occur. The job order must be extended using Form ETA 790, Clearance Order—Rural Manpower Job Offer.

8.3(5) In instances where the employer is furnishing housing and facilities for a job order that has been extended on job Form ETA 790 the workforce development center must complete Form 68-0533, Employer Furnished Housing and Facilities, as a support document. This form, along with copies of inspections made by the state health department, fire prevention authorities, and other inspection agencies must be on file in the workforce development center.

8.3(6) A farm labor contractor wishing to obtain a certificate of registration should make application to the United States Department of Labor on Form WH-510, Application for a Farm Laborer Contractor Certificate of Registration. This form, along with instructions, is available from the workforce development center to an applicant operating as an individual farm labor contractor, a representative of a corporation, partnership, association, or other organization as a farm labor contractor, or one who transports migrant workers.

8.3(7) A farm labor contractor certificate of registration, Form WH-511, is awarded to a farm labor contractor by the United States Department of Labor, who applies using Form WH-510. This form allows the contractor to operate a migrant crew for agricultural employment.

8.3(8) The farm labor contractor employee wishing to obtain an identification card should make application to the United States Department of Labor using Form WH-512, Application for a Farm Labor Contractor Employee Identification Card. This form, along with instructions, is available at workforce development centers to an individual who represents a corporation, partnership, association, or other organization.

8.3(9) Farm labor contractor employee identification card, Form WH-513, is awarded to a farm labor contractor employee by the United States Department of Labor who applies using Form WH-512. This form allows the employee to identify as a farm labor contractor employee.

8.3(10) A farm labor contractor who wishes to transport migrant workers in any vehicle the contractor owns, operates, or causes to be operated in connection with business activities or operations as a farm labor contractor must obtain Form WH-514, Vehicle Mechanical Inspection Report, complete the form and submit it to the United States Department of Labor. This form is available in workforce development centers.

8.3(11) A farm labor contractor who wishes to transport migrant workers in any vehicle the contractor owns, operates, or causes to be operated in connection with business activities or operations as a farm labor contractor must obtain Form WH-515, Doctors Certificate, complete and submit it to the United States Department of Labor. This form is available in workforce development centers.

8.3(12) A farm labor contractor who wishes to transport migrant workers in any vehicle the contractor owns, operates or causes to be operated in connection with business activities or operations as a farm labor

contractor must obtain Form FD-258, Applicant Fingerprint Card, complete the card and submit it to the United States Department of Labor. This form is available in workforce development centers.

8.3(13) The employer job order, Form 62-2024, accepted by the department of workforce development shall contain only job-related information sufficient to select qualified applicants for job referral.

8.3(14) The employer job order, Form 62-2024, accepted by the department of workforce development shall contain the employer account number for purposes of providing employer identification of new accounts.

8.3(15) Sole proprietors not having an employer account number will be asked for their social security number for purposes of providing employer identification.

8.3(16) New employers not providing either employer account number or social security number will be asked to provide the names and addresses of adjoining or immediate area employers for purposes of establishing their place of business.

8.3(17) New employers unable to provide identification as required in 8.3(14), 8.3(15) and 8.3(16) will be subject to other such investigation as the agency shall determine.

8.3(18) Employer account numbers will be cross-checked with information now on file through computer verification procedures. Employer files will be updated and corrected as new employer information is collected.

8.3(19) Neither the Employment and Training Administration of the United States Department of Labor nor the division of workforce development center administration is a guarantor of the accuracy or truthfulness of information contained on job orders submitted by employers. No job order accepted constitutes an offer to contract to which the Employment and Training Administration of the United States Department of Labor or the division of workforce development center administration is in any way a party. Nevertheless, material misrepresentation of job order information supplied by the employer constitutes a violation of these regulations. Upon discovery of a violation of these regulations by the Employment and Training Administration of the United States Department of Labor or the division of workforce development center administration, the division of workforce development center administration shall notify the employer in writing that it intends to discontinue services to the employer and the reason for doing so.

This rule is intended to implement the Code of Federal Regulations, Part V, Chapter 20, Section 604.1, dtd. November 2, 1976, and Part IX, Chapter 20, Sections 651.1, 653.5, and 658.502, dtd. January 23, 1981, and Iowa Code sections 96.10 and 96.11.