

## **PEAK SEASON LABOR SERVICES**

- As your Agent, Peak Season Labor will prepare and submit all required H-2A applications and documentation with the DOL and USCIS on behalf of the Employer to attain temporary seasonal H-2A worker(s). We will respond to all correspondence in a timely manner to notices and meet required filing deadlines.
- Provide Employer with an anticipated processing schedule and keep the Employer informed of status of their application process. Work diligently to provide worker by Employer's "date of need".
- Interview Employer about the duties and responsibilities required for the position needed and write detailed job description and expectations.
- Prepare and submit newspaper advertisements and submit recruitment reports as required by the DOL.
- Coordinate and advise Employer of Housing Inspection and required housing standards.
- Submit proof of Workers Compensation on behalf of Employer.
- Screen, interview and recruit workers based on the job descriptions and experience required.
- Inform H-2A worker of the job duties and responsibilities; including but not limited to work dates, rate of pay, food, housing, travel, etc.
- Procure required documents from the worker such as Passport, Work Certification, marriage license, and any other required submissions.
- Prepare Individual Worker Contract in both English and Spanish and send to Employer and Worker for signature.
- Send final Approval Notice to worker. Assist the worker with the Visa application and provide them with general guidance for the pending interview with the U.S. Consulate in their country.
- If requested, assist Employer with flight or bus transportation reservations and coordinate with Employer and Worker.