

6. Describe fully the job duties to be performed (For what is the individual responsible? What are the most important characteristics of the job? Will the individual be performing responsibilities pursuant to funding received under a sponsored project?). Use additional sheet of paper if more room is needed and provide pertinent technical details as appropriate.

7. Sponsored Project FIS or Award number and name of sponsoring entity, if applicable.

a. Will the applicant be provided with information obtained under a confidentiality agreement?

- Yes
- NO

b. Will the applicant be allowed to publicize the work to be performed?

- Yes
- No

c. If this position is funded by a sponsored project, was a technology control plan required for project approval?

- Yes
- No

8. Does this position supervise other staff members (do not include student workers)?

- Yes – How many? _____
- No

9. Will travel be required in order to perform the job duties? ____Yes ____No

If yes, explain travel requirements:

10. State the MINIMUM education (specify degree and major field of study) that is necessary for someone to competently do the job. Do not indicate what is preferable. Only list what is **required** for this position.

11. Is employment experience required? ____ Yes ____ No

- If yes, specify the number of months of experience required _____
- In what occupation is the experience required? _____

12. Special Requirements – List specific skills, licenses/certificates/certifications, and other requirements needed to perform this job.

Name of person completing this form _____

Signature _____

Date _____

The information provided on this worksheet will be used to request a Prevailing Wage Determination and/or complete the Labor Conditions Application. As part of that application, the department will make the following attestations.

- The employment of the H-1B nonimmigrant will not adversely affect the working conditions of employees similarly employed in the area.
- On the date that the application to the Department of Labor is signed and submitted, there is not a strike, lockout, or work stoppage at the place of employment.
- A notice of filing has been posted and was, or will remain, posted for 10 working days in at least two conspicuous locations where the H-1B nonimmigrant will be employed.

Please note that the H-1B status is valid under the conditions set forth in the petition. Any change in material employment or material change in working conditions must be reported to International Student and Scholar Services (ISSS) immediately. This includes changes in responsibilities, such as reassignment of responsibilities, i.e. new technical duties, or assignment to a different sponsored project from that originally assigned, changes in salary or if the employee is assigned to a position at a new location. If the department terminates this employment before the expiration of the H-1B status, the department is required to report this immediately to ISSS and is responsible for the reasonable transportation costs of returning the employee to his or her home country.

Name of Department Head: _____
First Middle Initial Last

Signature: _____

Date: _____

EXPORT CONTROL ATTESTATION (to be completed by the Office of the Vice President for Research):

With respect to the position responsibilities/duties and the proposed technology or technical data that the employee (Beneficiary) will be granted access to in the fulfillment of their official responsibilities, all of which as described herein, it is determined that:

- A license is not required from either the U.S. Departments of Commerce or State to release the herein described technology or technical data to the foreign person; or
- A license is required from the U.S. Department of Commerce and/or the U.S. Department of State prior to release of controlled technology or technical data to the employee (Beneficiary) named in this form and the Kansas State University department and/or assigned employee supervisor is required to take proactive steps to prevent access to such controlled technology or technical data by employee (Beneficiary) until and unless Kansas State University has received the required license or other authorization to release and/or allow access to such technology or technical data to employee (Beneficiary).

Signature

Date

Printed Name

Title

International Student & Scholar Services
104 International Student Center, Kansas State University
Phone: 785.532.6448 Fax: 785.532.6607 Email: iss@ksu.edu www.ksu.edu/iss