**RECRUITMENT REGISTRATION FORM**

Please read carefully the RECRUITMENT REGISTRATION FORM prior to filling this out and submitting the application. Note that additional information or documentation is required as indicated in the bottom of the form.

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| **Part I. Company name and details:**  Name of company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address abroad:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address in FSM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Annual income:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Part II. Type of company: (corporation, partnership, sole proprietorship)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If corporation or partnership, please provide copy of the articles of incorporation or articles of partnership. Also enclose Certificate of Good Standing issued by the jurisdiction where it is registered in the past 6 months:\_\_\_\_\_\_\_\_  Year of incorporation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name/s of incorporator/s:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Company website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Have you recruited FSM citizens before?\_\_\_\_  How many were recruited?\_\_\_\_ When?\_\_\_\_\_ |
| **Part III. Recruiter’s agent**  Recruiter’s local agent in FSM:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address of local agent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please provide copy of employment contract or agreement between the Recruiter and the Employer abroad:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Part IV. Work information**  Name of employer abroad:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact information at jobsite in case of emergency—  Name of contact person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Part V. Employment information**  Jobsite location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type of industry or work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Type of skills required:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Average monthly salary of workers:\_\_\_\_\_\_\_\_\_  Expected travel date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Duration of employment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are workers expected to renew their contracts after expiry?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are workers allowed to change employer during or after the term of employment contracts?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are workers allowed to keep their travel and identity document (e.g., passports and licenses)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Part VI. Employment protection and benefits**  Are workers provided with clean living quarters?\_\_\_\_\_  Are workers provided with medical insurance coverage?\_\_\_\_\_  Are workers provided with at least one day off every week?\_\_\_  Are workers provided with safety training?\_\_\_\_\_\_  Are workers provided with proper tools and safety equipment?\_\_\_\_\_\_\_\_  Are workers entitled to transportation and repatriation expenses benefits from and back to FSM?\_\_\_\_\_\_\_\_\_\_ |
| **Part VII. Other information required:**  \_\_\_\_ Copy of business license of employer  \_\_\_\_ Copy of Employment contract  \_\_\_\_ Complete list of recruits (following registration)  \_\_\_\_ Certificate of Good Standing issued in the past 6 months  \_\_\_\_ Surety bond required | |