**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 |