



MAS Labor H2B, LLC  
 P.O. Box 507  
 400 Front Street  
 Lovingson, VA 22949  
 434.263.4300  
 maslabor.com

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## fastTrack<sup>SM</sup> 6 – RECRUITMENT

**To:** Anthony Wilson  
 GroundsPRO LLC - Indianapolis

**From:** Kirsten Corea

**URGENT: Read and return requested documents to másH2B by ASAP**

### A. RECRUITMENT PERIOD

The U.S. Department of Labor (DOL) has accepted your H-2B application and State Workforce Agency (SWA) Job Order másH2B filed on your behalf. Your recruitment period for U.S. applicants is now open and ends on the following date:

<b>Recruitment Period End Date</b>	1/22/2024
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Between now and the end of your recruitment period, you must:

- Accept U.S. applicants from all sources (phone/online inquiries, SWA referrals, walk-ins, etc.);
- Document each U.S. applicant who inquires about the job, including the applicant's name and contact information; AND
- Offer employment to all qualified U.S. applicants who are able and willing to perform the job for the duration of the contract period.

Applicants are "qualified" if they satisfy the minimum job requirements set forth in your Job Order. You may only refuse to hire a qualified U.S. applicant for a lawful, job-related reason.

If your Job Order contains drug testing or background checks, you must conduct all such tests uniformly. You cannot give preferential treatment to foreign workers.

### B. EMPLOYER OBLIGATIONS

This Part covers your obligations with respect to U.S. recruitment during your recruitment period.

#### 1. Internal Posting

You must post internal notice of the H-2B job opportunity in two conspicuous locations at the place of employment. The notices must remain posted for 15 consecutive business days.

If you customarily utilize a company website (internal or external) to post employee notices, you may use that system to satisfy this requirement. Otherwise, we recommend placing the notices in high-visibility areas (e.g., main office doors, employee break room, etc.).

Enclosed are copies of the required notice in both English and Spanish. You should post both versions if you have employees for whom Spanish is their native language.

### 2. Former U.S. Employees

Within the next 14 days, you must contact all former U.S. employees who are eligible for rehire and solicit their return to the job under the H-2B contract. This includes any former employees who were:

1. Employed during the previous year, performing the same or substantially similar job duties as the H-2B position; AND
2. Employed within the same area of intended employment as your H-2B contract.

This requirement extends to all former employees who were laid off or furloughed between 10/15/2023 and present, but does NOT extend to any employees who abandoned the job or were terminated for cause.

We recommend contacting eligible former employees by certified mail with return receipt requested. Enclosed is a sample letter that you may use for this purpose. DOL may request proof of contact during an audit or other investigation.

Based on the foregoing, indicate whether you have any former U.S. employees who are eligible for rehire:

- YES, I have former U.S. employees eligible for rehire.  
 NO, I have no former U.S. employees eligible for rehire.

### 3. U.S. Applicants

You are responsible for documenting applicants and determining their eligibility for the job. To comply with the recruitment requirements, you must do the following:

- Accept U.S. applicants from all sources (phone, web, SWA referrals, walk-ins, etc.);
- Document each applicant using the attached Applicant Log (making additional copies as needed; másH2B can also provide a spreadsheet for large numbers of applicants);
- Contact each applicant (within 24 hours) to schedule an interview for the earliest possible date (you must accommodate non-local applicants with a phone or video interview);
- Send a certified letter to any applicant who you are unable to contact by phone (sample letter is enclosed); AND
- Offer employment to all qualified U.S. applicants who are able, willing, and available for the job. Applicants are "qualified" if they satisfy the minimum job requirements set forth in your Job Order.

We recommend contacting and interviewing applicants as expeditiously as possible. Your diligence with regard to the H-2B program's recruitment obligations is critical to obtaining a timely labor certification from DOL.

**You should also consider the following:**

- All job requirements (experience requirements, drug testing, background checks, etc.) must be disclosed in your Job Order and enforced uniformly for all workers – U.S. and foreign. You cannot give preferential treatment to foreign H-2B workers.
- You may only reject an otherwise qualified U.S. applicant for a lawful, job-related reason, which you must document. You cannot refuse to hire based on age, gender, race, national origin, religion, or other protected categories.
- If your Job Order does not contain an experience requirement, you may not reject a U.S. applicant for lack of prior work experience.
- DOL will reduce your certified number of workers for each U.S. applicant you hire prior to certification.

**4. Foreign Applicants**

DOL posts all H-2B job openings on its website, [seasonaljobs.dol.gov](http://seasonaljobs.dol.gov). While intended to facilitate the recruitment of U.S. applicants, it is common for job seekers outside the U.S. to contact you in response to an online posting.

You are not obligated to hire any foreign applicant seeking sponsorship through an H-2B visa (i.e., does not have current U.S. work authorization). Keep in mind, however, that foreign applicants with legal work authorization (e.g., permanent resident aliens or “green card” holders, applicants with refugee/asylum/temporary protected status, or other legal status) must be treated as “U.S. workers” for purposes of recruitment.

Enclosed is a sample e-mail template in English and Spanish that you may use to respond to foreign applicants. We recommend using this template to contact such applicants unless the applicant clearly and unambiguously states that he or she requires visa sponsorship.

**C. COMPLIANCE**

DOL and other agencies continue to expand enforcement efforts in order to combat fraud, abuse, and other illegal practices by H-2B employers. These directives specifically target potential unlawful discrimination against U.S. workers.

During your recruitment period, you should be extremely diligent about contacting (and documenting all contact with) U.S. applicants. You should also be prepared to handle direct inquiries from multiple sources (e.g., phone, web, walk-ins, etc.).

You must retain evidence of contact with U.S. applicants and any eligible former U.S. employees for at least three (3) years. You will be required to provide these records during an audit or other investigation.

The forthcoming fastTrack<sup>SM</sup> 7 requests your completed Applicant Logs and other information about your recruitment efforts so that másH2B can prepare your initial recruitment report.

**✓ ACTION ITEMS**

**Please complete the following steps:**

- Review Part B, Section 1. Print **two** copies of the enclosed internal notice, and post the notices in **two** conspicuous locations at your place of employment. Note the posting date and locations of the postings, and take a photo to document your compliance.
- Keep the internal notices posted for at least 15 business days, and then retain them in your H-2B audit file. We encourage you to send másH2B a copy.
- Review Part B, Section 2 and indicate whether you have any former U.S. employees eligible for rehire. If YES, then use the enclosed letters to solicit the employees’ return to the job. You must do this within 14 days.
- Review Part B, Sections 3 and 4. Accept U.S. applicants from all sources, and document each applicant’s name, contact information, dates of contact, and final hiring disposition. You may use the enclosed Applicant Log for this purpose.
- Sign and return this fastTrack<sup>SM</sup> to másH2B by ASAP.

By signing below, you attest that you have reviewed the foregoing information and understand your U.S. recruitment obligations.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Call (434) 263-4300 or e-mail [kcorea@maslabor.com](mailto:kcorea@maslabor.com) if you have any questions or concerns.

# INTERNAL JOB NOTICE

## **EMPLOYER INFORMATION:**

Business Name: GroundsPRO LLC - Indianapolis  
Physical Address: 9405 Sutton Place , West Chester, OH 45011  
Mailing Address: 9405 Sutton Place , West Chester, OH 45011

Telephone: (833) 242-1700  
FEIN: 46-1172275

## **JOB SUMMARY:**

Job Title: Landscape Laborers  
# of Positions: 27 (temporary / full-time)  
Employment Dates: 2/12/2024 – 11/30/2024

## **REQUIREMENTS:**

Must lift/carry 50 lbs., when necessary. Saturday and Sunday work required, when necessary. Employer-paid post-hire upon suspicion of use and post-accident drug testing required of foreign and domestic workers. Must have the ability to work outside in all weather conditions. Work schedule is at least 5 days per week with exact daily work hours varying by day and work days varying by week to include Saturday and Sunday. We will offer at least 40 hours in a typical workweek. Hours in excess of 40 will vary depending on staff, production quotas, and other factors to be evaluated on a daily basis. On-the-job training will be provided to the worker.

## **JOB DESCRIPTION:**

Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, weeding, trimming, edging, removing soil, leaf removal, mulching, planting, pruning, watering, fertilizing, digging, raking, snow shoveling, treating areas with salt, assisting with sprinkler installation and maintenance, and installation of mortarless segmental concrete masonry wall units. Entry level; requires supervision.

## **WORK LOCATION(S):**

5102 Freyn Drive, Indianapolis, IN 46254 and multiple worksites within Bartholomew, Boone, Brown, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, Putnam and Shelby counties. Employer offers free daily transportation to/from worksite from designated pick-up location. Use of transportation is voluntary. Employer provides incidental transport between job sites.

## **WAGE & WORK SCHEDULE:**

Wage rate is no less than \$17.19 per hour. Overtime hours vary at \$25.79 /hr. Raises and/or bonuses may be offered at employer's discretion, based on individual factors such as performance, skill, and tenure. A single workweek will be used to compute wages due. The payroll period is weekly. Workers are paid by check on Friday. The standard workday is from 7:00 AM until 3:30 PM Monday through Friday. Employer will offer 40 hours per week. Employer may offer more than the stated work hours, depending on weather, business needs, and other conditions. Extreme heat, cold, rain, or drought may affect working hours.-Employer makes all payroll deductions required by law. Employer does not envision other workforce-wide payroll deductions. Voluntary deductions must be pre-authorized in writing and may include the following: Employer deducts reasonable fair market value cost of rent/utilities based on number of occupants for workers electing to reside in employer-provided housing (cost TBD). Employer may deduct health insurance premiums for workers voluntarily participating in plan. Uniform provided at no cost. Employer may deduct cost for lost/damaged uniforms resulting from worker negligence, or voluntary purchase of additional uniforms for worker's benefit. Employer offers pro rated vacation hours and paid sick time..

## **OTHER TERMS:**

Employer pays in advance or reimburses workers in the first workweek for all government-mandated and visa-related fees (excluding passport fees). For non-local workers (i.e., residing outside normal commuting distance), employer will reimburse inbound travel costs not already paid in advance no later than upon completion of the first half of the contract (the 50 percent point). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment to the place of employment, a daily subsistence for meals, and reasonable lodging costs, if applicable. Subsistence reimbursements based on rates specified in the Federal Register (currently \$15.46 per day minimum, or \$59.00 per day maximum for workers with acceptable receipts). Transportation reimbursements based on worker's actual cost, not to exceed the most economical common carrier transportation costs for distances involved. Employer provides or pays outbound travel costs to same workers upon completion of the contract period or early dismissal, except where the worker has subsequent employment. Employer guarantees to offer hours equal to at least three-fourths of the workdays in each 12-week period of the total contract period, beginning with the first workday after the worker arrives at the place of employment and ending on the contract end date or any extension thereof. Employer may count all hours worked, as well as any hours offered within the standard work schedule that a worker chooses to not work, up to the maximum number of daily hours on the job order. Workers who voluntarily abandon employment are not entitled to payment for outbound travel costs or the full three-fourths period guarantee described above. Employer will provide without charge company-specific uniform and all tools, supplies and equipment necessary to perform duties assigned. If requested, employer helps non-local workers secure optional worker-paid lodging.

## **APPLICATION INSTRUCTIONS:**

To apply, contact employer at [twilson@groundspro.com](mailto:twilson@groundspro.com) or apply at the job order holding office: WorkOne - Indianapolis, 4410 N Shadeland Avenue Indianapolis, IN 46226, phone (317) 798-0335.

Interested applicants may also inquire within: Attn: Anthony Wilson.

## **FOR INTERNAL USE ONLY:**

Posting Location: \_\_\_\_\_

Date Posted: \_\_\_\_\_ Date Removed: \_\_\_\_\_

**THIS NOTICE MUST BE POSTED FOR AT LEAST 15 BUSINESS DAYS. DO NOT REMOVE WITHOUT AUTHORIZATION.**

# AVISO DE PUBLICACION DE TRABAJO INTERNO

## INFORMACIÓN DEL EMPLEADOR:

Nombre de Empresa: GroundsPRO LLC - Indianapolis  
Dirección Física: 9405 Sutton Place , West Chester OH 45011  
Dirección de Correo: 9405 Sutton Place , West Chester, OH 45011

Teléfono: (833) 242-1700  
FEIN: 46-1172275

## RESUMEN DEL TRABAJO:

Título:  
Posiciones: 27 (temporalis / tiempo complete)  
Período de Contratación: 2/12/2024 – 11/30/2024

**REQUERIMIENTOS DE TRABAJO:** Se deben levantar/cargar 50 lbs, cuando sea necesario. Se requiere trabajar los sábados y domingos, cuando sea necesario. Se requieren pruebas de consumo de drogas pagadas por el empleador posterior a la contratación en caso de sospecha de uso y después de algún accidente para los trabajadores extranjeros y nacionales. Debe tener la capacidad de trabajar al aire libre en todas las condiciones climáticas. El horario de trabajo es de al menos 5 días a la semana, con horarios de trabajo diarios exactos que varían según el día y días de trabajo que varían semanalmente, incluidos sábados y domingos. En una semana de trabajo típica ofreceremos al menos 40 horas. Las horas en exceso de 40 variarán dependiendo del personal, las cuotas de producción y otros factores que se evaluarán diariamente. Se proveerá entrenamiento para los empleados durante el trabajo.

**DESCRIPCIÓN DE TRABAJO:** Jardinería o mantenimiento de áreas de una propiedad utilizando herramientas manuales o eléctricas. Los trabajadores generalmente realizan una variedad de tareas, las cuales pueden incluir cualquier combinación de las siguientes: colocación de césped, podar, desmalezar, recortar, bordear, remover tierra, recolección de hojas, colocación de acolchado, plantación, reducción, riego, fertilización, excavación, rastrillado, paleo de nieve, tratamiento de áreas con sal, asistencia en la instalación y mantenimiento de sistemas de riego, e instalación de unidades de mampostería de concreto segmentadas sin mortero. Nivel de entrada; requiere supervisión.

**UBICACIÓN DEL TRABAJO:** 5102 Freyn Drive, Indianapolis, IN 46254 y en múltiples locaciones de empleo en Bartholomew, Boone, Brown, Hamilton, Hancock, Hendricks, Johnson, Madison, Marion, Morgan, Putnam y Shelby condados, counties. El empleador ofrece transportación diaria gratuita al/del sitio de trabajo desde un área de recogida designada. El uso del transporte es voluntario. Empleador provee trasportación diaria entre los lugares de trabajo.

**INFORMACIÓN DEL SALARIO Y HORAS DE TRAJABO:** El rango de salario no es menor de \$17.19 por hora. El tiempo extra de horas varia de \$25.79 /hr. El empleador puede ofrecer aumentos discrecionales y/o bonos basados en factores individuales tales cómo desempeño, habilidades, y permanencia. Se utilizará una sola semana de trabajo para computar salarios por pagar. El periodo de nómina es. semanal A los trabajadores se les paga por cheque el Viernes . El día promedio de trabajo es de 7:00 AM hasta 3:30 PM de Lunes a Viernes. El empleador puede ofrecera 40 horas por semana. El empleador podra ofrecer mas horas de las horas especificadas, dependiendo del clima, necesidad de la empresa, y otras condiciones. El clima extremo de calor, frio, lluvia o sequia podran afectar las horas de trabajo. El empleador hace todas las deducciones del pago de nómina requeridas por ley. El empleador no anticipa otras deducciones de la nonima de pago relacionadas al trabajo. Las deducciones voluntarias deben ser preautorizadas por escrito y podran incluir las siguientes: El empleador deducirá el valor justo razonable del mercado por la renta/utilidades basado en el número de ocupantes para los trabajadores que voluntariamente elijan vivir en la vivienda ofrecida por el empleador (el costo sera decidido). El empleador podra deducir por las primas de seguro medico, para los trabajadores que elijan participar en el plan voluntariamente. El uniforme es provisto sin costo. El empleador podrá deducir el costo de uniformes extraviados/dañados resultantes de la negligencia del trabajador, o podrá comprar uniformes adicionales para el beneficio del trabajador. El empleador ofrece horas de vacaciones prorrateadas y tiempo de enfermedad remunerado.

## OTRO:

El empleador pagara o reembolsara a los trabajadores por adelantado la primera semana de trabajo por todos los costos establecidos por el gobierno y gastos en relación a la visa (con excepción del costo del pasaporte). Para los trabajadores que no son locales (por ejemplo, los que viven fuera del area normal de distancia para llegar al trabajo diario), el empleador reembolsará los gastos que el trabajador pago para llegar al sitio de trabajo que no han sido pagados por adelantado, no más tardar de aver completado la primer mitad del contrato (el punto de 50 por ciento). Los gastos para llegar al sitio de trabajo incluyendo costos de transportación de la vivienda permanente del trabajador o del lugar de reclutacion al sitio del trabajo, subsistencia diaria para comida y costo razonable de hospedaje, si es aplicable. El reembolso de subsistencia es basado en las cuotas especificadas en el Registro Federal (actualmente el minimo es de \$15.46 por dia, o máximo de \$59.00 por dia para los trabajadores que presenten recibos aceptables). El reembolso de transportación es basado en el costo actual del trabajador, lo cual no debe de exceder el costo mas económico y común de transportación por la distacias involucradas. El empleador provee o paga por los costos de transporte de regreso a el pais trabajador, a los mismos trabajadores al finalizar el periodo del contrato o al terminar temprano el contrato, excepto cuando el trabajador tiene empleo continuo. El empleador garantiza al menos tres-cuartos de las horas de trabajo diarias de cada 12 semanas del contrato total, empezando con el primer dia de trabajo después que el trabajador llegue al sitio de trabajo y terminando el dia del contrato o cualquier extesion después. El empleador podrá contar todas las horas trabajadas, incluyendo las horas ofrecidas dentro del horario de trabajo normal aunque el trabajador decida no trabajar, hasta el numero máximo de las horas diarias en la orden de trabajo. Los trabajadores que voluntariamente abandonen el empleo no tendrán derecho a los pagos de transporte de regreso a su pais o la garantía del periodo de tres-cuartos descrita arriba. El empleador proveerá uniformes-exclusivos de la compañía y sin cargo las herramientas, suministros y equipos necesarios para desempeñar los trabajos asignados. De ser requerido, el empleador ayudará a los trabajadores que no sean locales a obtener alojamiento pagado por el trabajador.

## COMENTARIOS DE LA SOLICITUD:

Para aplicar, contacte al empleador a twilson@groundspro.com, o aplique en la oficina SWA más cercana: WorkOne - Indianapolis, 4410 N Shadeland Avenue Indianapolis, IN 46226, teléfono (317) 798-0335  
Los solicitantes interesados pueden solicitar mas informacion a: Anthony Wilson.

## FOR INTERNAL USE ONLY:

Posting Location: \_\_\_\_\_  
Date Posted: \_\_\_\_\_ Date Removed: \_\_\_\_\_

**ESTE ANUNCIO DEBE DE PERMANECER PUBLICADO DURANTE 15 DIAS LABORALES. POR FAVOR NO LO quite SIN AUTORIZACION DEL EMPLEADOR.**

# GroundsPRO LLC - Indianapolis

9405 Sutton Place  
West Chester, OH 45011  
Phone: (833) 242-1700

BY CERTIFIED MAIL WITH RETURN RECEIPT

Date / Fecha: \_\_\_\_\_

Name / Nombre: \_\_\_\_\_

Address / Direccion: \_\_\_\_\_

\_\_\_\_\_

RE: Work Opportunity / Oportunidad de Trabajo  
Case #H-400-23318-499596  
Contract Dates / Fechas de Contrato: 2/12/2024 – 11/30/2024

Dear / Estimado/a \_\_\_\_\_,

This letter serves as a formal offer of employment with GroundsPRO LLC - Indianapolis for the current season (contract dates specified above). As a former employee, you are eligible for re-employment under this contract if you are able, willing, and available for the job. The hourly wage is **\$17.19**. Please confirm upon your receipt of this letter whether you intend to accept this job position. / *Esta carta sirve como oferta formal de empleo con GroundsPRO LLC - Indianapolis para la temporada actual (las fechas del contrato estan especificadas arriba). Como anteriormente ha trabajado para la compañía, es elegible para volver a ser contratado bajo este contrato si tiene la habilidad, esta dispuesto y disponible para el trabajo. El rango por hora es \$17.19. Al recibir esta carta por favor confirme si tiene la intension de aceptar esta oferta de trabajo.*

I can be reached at the following phone and/or e-mail address during regular business hours / *Me puede contactar al siguiente numero y/o correo electronico durante las horas regulares de trabajo:*

Phone / Número Telefónico: \_\_\_\_\_

E-mail / Correo Electronico: \_\_\_\_\_

Sincerely / Sinceramente,

Anthony Wilson  
GroundsPRO LLC - Indianapolis

**GroundsPRO LLC - Indianapolis**

9405 Sutton Place  
West Chester, OH 45011  
Phone: (833) 242-1700

**BY CERTIFIED MAIL WITH RETURN RECEIPT**

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_

**RE:** Work Opportunity: Landscape Laborers  
DOL Case #: H-400-23318-499596

Dear \_\_\_\_\_,

My attempts to reach you by phone regarding your interest in our job posting have been unsuccessful. This letter is formal notification of my request to set up an interview with you immediately.

I can most reliably be reached at (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ during regular business hours. Please contact me upon receipt of this letter so that this matter receives prompt attention.

Sincerely,

Anthony Wilson  
GroundsPRO LLC - Indianapolis

## E-MAIL TEMPLATE FOR FOREIGN APPLICANTS ONLY

Dear <<NAME>>,

This is in response to your recent e-mail regarding the Landscape Laborers position with GroundsPRO LLC - Indianapolis as posted on the *seasonaljobs.dol.gov* website. GroundsPRO LLC - Indianapolis is committed to employing individuals who are legally authorized to work in the United States and meet the requirements specified in the H-2B job description.

You appear to be located outside the U.S. While physical presence in the U.S is not a requirement for consideration for the job if you meet the other criteria outlined above, it would be helpful if you would confirm that you are currently legally authorized for work in the U.S. before we attempt to schedule a telephone interview. To be legally authorized, you must be one of the following: Natural born U.S. citizen, naturalized citizen, permanent resident alien, or in a status that permits you to work legally. The ability to obtain an H-2B visa in a foreign country does not qualify as work authorization.

Please reply by email if you believe you meet the stated qualifications for further consideration. Thank you for your interest and good luck with your job search.

<<YOUR NAME>>

GroundsPRO LLC - Indianapolis

Querido/a <<NAME>>,

Esto es en respuesta a su correo electronico lo cual recibimos recientemente respecto a la posicion de con GroundsPRO LLC - Indianapolis tal y como esta publicado en el sitio web de *seasonaljobs.dol.gov*. GroundsPRO LLC - Indianapolis se compromete a emplear a individuos lo cual estan autorizados para trabajar en los Estados Unidos legalmente y que cumplen con los requisitos especificados en la descripcion de trabajo H-2B.

Usted parece estar ubicado fuera de los Estados Unidos. Unque no se requiere estar presente en los Estados Unidos fisicamente para ser considerado para el trabajo si es que cumple con los requisitos descritos arriba, seria util si puede confirmar que esta autorizado para trabajar el los Estados Unidos antes de intentar programar una entrevista telefonica. Para ser autorizado legalmente debe de ser uno de los siguientes: Ciudadano nacido en los Estados Unidos, ciudadano naturalizado, residente permanente, o debe tener estatus de proteccion temporal como refugiado/asilado o cualquier otra categoria que le permita trabajar legalmente. La habilidad de obtener una visa H-2B en un pais extranjero no califica como autorizacion de trabajo.

Por favor responda por correo electronico si cree que cumple con los requisitos establecidos para mayor consideracion. Gracias por su interes y buena suerte en su busqueda.

<<YOUR NAME>>

GroundsPRO LLC - Indianapolis

## APPLICANT LOG

You may use this Applicant Log to collect basic contact information for each U.S. applicant who contacts you about your H-2B job opportunity. Carefully document all contact with and the hiring outcome for each applicant. Retain this form in your audit file for at least three (3) years. Your Case Manager can send additional log pages if needed. Check "NO APPLICANTS" if applicable.

**Employer:** GroundsPRO LLC - Indianapolis - (11594 / 28871 /79112 )

\_\_\_ NO APPLICANTS

### Applicant(s)

<b>1</b>	Contact Date	Contact Method		Applicant Name	Phone	Address	Email
	Interview Date	Employer Representative		Hiring Outcome ( <i>check one</i> ) ___ Hired ___ Not Hired		Start Date ( <i>if hired</i> )	Lawful, Job-Related Reason for Not Hiring ( <i>if applicable</i> )
	Notes:						
<b>2</b>	Contact Date	Contact Method		Applicant Name	Phone	Address	Email
	Interview Date	Employer Representative		Hiring Outcome ( <i>check one</i> ) ___ Hired ___ Not Hired		Start Date ( <i>if hired</i> )	Lawful, Job-Related Reason for Not Hiring ( <i>if applicable</i> )
	Notes:						
<b>3</b>	Contact Date	Contact Method		Applicant Name	Phone	Address	Email
	Interview Date	Employer Representative		Hiring Outcome ( <i>check one</i> ) ___ Hired ___ Not Hired		Start Date ( <i>if hired</i> )	Lawful, Job-Related Reason for Not Hiring ( <i>if applicable</i> )
	Notes:						
<b>4</b>	Contact Date	Contact Method		Applicant Name	Phone	Address	Email
	Interview Date	Employer Representative		Hiring Outcome ( <i>check one</i> ) ___ Hired ___ Not Hired		Start Date ( <i>if hired</i> )	Lawful, Job-Related Reason for Not Hiring ( <i>if applicable</i> )
	Notes:						



5	Contact Date	Contact Method		Applicant Name	Phone	Address	Email
	Interview Date	Employer Representative		Hiring Outcome ( <i>check one</i> ) ___ Hired ___ Not Hired	Start Date ( <i>if hired</i> )	Lawful, Job-Related Reason for Not Hiring ( <i>if applicable</i> )	
	Notes:						
6	Contact Date	Contact Method		Applicant Name	Phone	Address	Email
	Interview Date	Employer Representative		Hiring Outcome ( <i>check one</i> ) ___ Hired ___ Not Hired	Start Date ( <i>if hired</i> )	Lawful, Job-Related Reason for Not Hiring ( <i>if applicable</i> )	
	Notes:						
7	Contact Date	Contact Method		Applicant Name	Phone	Address	Email
	Interview Date	Employer Representative		Hiring Outcome ( <i>check one</i> ) ___ Hired ___ Not Hired	Start Date ( <i>if hired</i> )	Lawful, Job-Related Reason for Not Hiring ( <i>if applicable</i> )	
	Notes:						
8	Contact Date	Contact Method		Applicant Name	Phone	Address	Email
	Interview Date	Employer Representative		Hiring Outcome ( <i>check one</i> ) ___ Hired ___ Not Hired	Start Date ( <i>if hired</i> )	Lawful, Job-Related Reason for Not Hiring ( <i>if applicable</i> )	
	Notes:						