

**CERTIFIED EMPLOYMENT PLAN FORM FOR**  
**CERTAIN PUBLIC WORKS PROJECTS\***

Project No. \_\_\_\_\_

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

Project Title: \_\_\_\_\_

Institution/Agency: \_\_\_\_\_

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Please provide the information requested below:

1. List the types of jobs that will be involved in this Project:
  
  2. List the skill level of the jobs involved in the Project:
  
  3. List the wages for jobs involved in the Project:
  
  4. List the number of vacant positions that will need to be filled if awarded this Project:
  
  5. Explain how low wage and unemployed individuals will be recruited for job vacancies:
  
  6. Attach proof of registration with MDES for taxation purposes.
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I certify that the information provided above is true and accurate to the best of my knowledge.

Contractor Name & Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Note: This form should only be included in your bid if Miss. Code Ann. § 31-5-37 (Mississippi First Law) applies to the project. This law requires contractors submitting bids for public works projects utilizing specified funding to submit an employment plan with their bid.*

*If your bid is accepted, please submit a copy of your employment plan to the Mississippi Department of Employment Security via fax at 601-407-1707, or via e-mail at [disasterjobs@mdes.ms.gov](mailto:disasterjobs@mdes.ms.gov).*