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EMPLOYER PERM GREEN CARD WORKSHEET

I. EMPLOYER INFORMATION (Headquarter of Main Office)

1. **Employer's Name:**
2. **Address:**
3. **Phone Number:** _____ **Extension:** _____

- Fax:** Number: () _____
- Email of Contact Person:** _____

4. **Number of Employees:**
5. **Year Established:**
6. **EIN Number:**
7. **Brief description of Business Activity:**

8. **Is the employer a closely held corporation, partnership, or sole proprietorship in which the alien has an ownership interest, or is there a familial relationship between the owners, stockholders, partners, corporate officers, incorporators, and the alien?**
YES NO

II. Employer Contact Information:

1. **Contact's last name** _____ **First Name** _____ **Middle initial** _____
2. **Contact's job title:**
3. **Business Address:**

4. **Phone Number:** _____ **Extension** _____
5. **Fax Number:**
6. **Email Address:**

III. WAGE OFFER INFORMATION:

1. **Employee's Name:** **First** _____ **Middle** _____ **Last** _____
 2. **Offered Annual Wage:** _____ **Upto (Optional) \$** _____
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IV. JOB OPPORTUNITY INFORMATION: (Where work will be performed)

1. **Primary Worksite:** (Where work is to be performed) –
 Address:

 - 1.A. Is it possible for the Alien to be transferred to other work locations throughout the U.S.?

YES	NO
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 2. Job Title:
 3. **Education** (Minimum level required, check one):

None:	High School:	Associate's	Bachelor's
Master's:	Doctorate:	Other (specify):	
 4. Major Field of Study:
 5. Is training required in the job opportunity?

YES	NO
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 - 5.A. If Yes, number of months training required:
 - 5.B. Indicate the field of training:
 6. Is experience in the job offered required for the Job?

YES	NO
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 - 6.A. If Yes, number of months experience required:
 7. Is there an alternative field of study that is acceptable?

YES	NO
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 - 7.A. If Yes, specify the major field of study:
 8. Is there an alternate combination of education and experience that is acceptable?

YES	NO
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 - 8.A. If Yes, specify the alternate level of education required:

None:	High School:	Associate's	Bachelor's
Master's:	Doctorate:	Other (specify):	
 - 8.B. If applicable, indicate the number of years experience acceptable in question 8:
 9. Is a foreign educational equivalent acceptable?

YES	NO
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 10. Is Experience in an alternate occupation acceptable?

YES	NO
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 - 10.A. If Yes, number of months experience in alternate occupation required:
 - 10.B. Identify the job title of the acceptable alternate occupation:
 11. Job Duties:
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12. Are the job opportunity's requirements normal for the occupation: YES NO
(If the answer to this question is No, the employer must be prepared to provide documentation demonstrating that the job requirements are supported by business necessity.)
13. Is knowledge of a foreign language required to perform the job duties? YES NO
(If the answer to this question is Yes, the employer must be prepared to provide documentation demonstrating that the job requirements are supported by business necessity.)
14. Specific skills or other requirements – (If submitting by mail, add attachment if necessary)
15. Does this application involve a job opportunity that includes a combination of occupations? YES NO
16. Does the job require the alien to live on the employer's premises? YES NO
17. Is the application for a live-in-household domestic service worker? YES NO
- 18.A. If Yes, have the employer and the alien executed the required employment contract and has the employer provided a copy of contract to the alien? YES NO

V. RECRUITMENT INFORMATION

A. Occupation Type

1. Is this application for a professional occupation, other than a college or university teacher? Professional occupation are those for which a bachelor's degree (or equivalent) is normally required. YES NO
2. Is this application for a college or university teacher? (If Yes, complete questions 2A and 2B below) YES NO
- 2.A. Did you select the candidate using a competitive recruitment and selection process? YES NO
- 2.B. Did you use the basic recruitment process for professional occupations? YES NO

VI. GENERAL INFORMATION

1. Has the employer received payment of any kind for the submission of this application? YES NO
- 1.A. If Yes, specify:
2. Has the bargaining representative for workers in the occupation in which the alien will be employed been provided with notice of this filing at least 30 days but not more than 180 days before the date the application is filed? YES NO
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3. If there is no bargaining representative, has a notice of this filing been posted for 10 business days in a conspicuous location at the place of employment, at least 30 days before but not more than 180 days before the date the application is filed? YES NO
4. Has the employer had a layoff in the area of intended employment in the occupation involved in this application or a related occupation within the six months immediately preceding the filing of this application? YES NO
- 4.A. If Yes, were the laid off U.S. workers notified and considered for the job opportunity for which certification is sought? YES NO

VII. ALIEN INFORMATION

1. Did the alien complete the training required for the requested job opportunity indicated in question IV.5? YES NO
2. Does the alien have the experience as required for the requested job opportunity in question IV.6? YES NO
3. Does the alien possess the alternate combination of education and experience as indicated question IV.8? YES NO
4. Does the alien have the experience in an alternate occupation specified in question IV.10? YES NO
5. Did the Alien gain any of the qualifying experience with the employer in a position substantially comparable to the job opportunity requested? YES NO
6. Did the employer pay for any of the alien's education or training necessary to satisfy any of the employer's job requirements for this position? YES NO
7. Is the alien currently employed by the petitioning employer? YES NO
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