

GC PERM Employer

Employer Information (Headquarters or Main Office)

1. List the full legal name of the business, firm, or organization, OR if an individual, List the name used on legal documents:

2. List the address of the employer's principal place of business (headquarters OR main office):

3. List the phone number, country or area code first, and extension of the employer:

4. List the total number of employees: _____

5. List the year the employer commenced business or incorporated:

6. List the employer's nine-digit Federal Employer Identification Number (FEIN), which is assigned by the Internal Revenue Service:

7. List the North American Industry Classification (NAICS) code. (I would have emailed you the list, let me know if I did not): _____

8. Select Yes OR No. 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?

Employer Contact Information

1. List the full legal name of the employer's point of contact:

2. List the complete business address of the employer's point of contact. (PO Boxes are UNACCEPTABLE):

3. List the phone and fax number, country or area code first, and extension (if applicable) of the employer's point of contact:

4. List the full business email address of the employer's point of contact:

5. List Company Website.

Wage Offer and Prevailing Wage Information

1. List the current salary of the employee (list whether the wage rate is in terms of per hour, week, bi-weekly, month, or year):

2. County of worksite: _____ If there is more than one worksite Location, please list all counties and full addresses

Job Opportunity Information

1. List the full address of the primary site or location where the work will actually be performed:

2. Will the current worksite location remain the same for the entire period from labor certification through the time the employee applies for and obtains the immigrant visa, or “green card”?

If not, please explain:

3. List the common name or payroll title of the job being offered:

4. How many hours per week? _____ from _____ a.m. to _____ p.m.

5. Is overtime required? _____ how much per week?

IMPORTANT: The employer must list the MINIMUM REQUIREMENTS NEEDED TO ADEQUATELY PERFORM THE JOB, as requested below.

The employer will be required to attest that they have not hired workers with less education, experience, training or special requirements than are listed on the application. For example, the alien beneficiary may possess a Master’s degree and five years of experience; however, the job may only require a bachelor’s degree plus two years of experience. Therefore, the employer must list a bachelor’s degree plus two years of experience as the requirements. The job CANNOT be tailored around the particular employee’s background, thereby excluding potential U.S. applicants. Rather the employers MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS MUST BE LISTED. The job requirements cannot exceed the education, training, experience and requirements possessed by other employees in similar positions at the time they were hired. Also, the employee must be able to prove that he/she meets these minimum requirements (EXCLUDING EXPERIENCE GAINED WITH THE SPONSOR EMPLOYER), AT THE TIME THE APPLICATION IS FILED. Acceptable proof is typically provided in the form of detailed, prior employment verification letters. In order to file our case we must have these letters to prove that the beneficiary met the employer’s requirements at the time of filing.

6. List the MINIMUM Education (degree and field) you require to adequately perform the duties of the job being offered:

7. Is training required for the job (keep in mind that this is only for training, this does not include the education or experience you list for the position). If there is training required, list the amount and in what:

8. List the MINIMUM experience (number of years AND what in):

If you will consider experience in a related occupation (an occupation where the worker will be performing a majority of the essential duties involved in the occupation for which certification is being sought, please list the occupation below:

9. Would you consider an alternate field of study for the job offered? If so, what?

10. Would you consider an alternate combination of education and experience OR an alternate occupation in the job offered? For example, if the requirement is Masters with no experience... but the employer will also accept a Bachelors Degree + two year of experience OR the employer will consider certification or an evaluation from a Professional Credentialing Agency as meeting equivalency. If so, please list.

11. Describe the job duties. Detail what would be performed by any worker filling the job. Specify equipment used and pertinent working conditions (please provide a company generated job description):

12. List Yes or NO to indicate if the job opportunity's requirements as specified under Job Opportunity Information above are normal for the occupation being offered. If the answer to this question is no, the employer must be prepared to provide documentation demonstrating the job requirements are supported by business necessity:

13. List Yes or No to indicate if there is a specific foreign language requirement. If yes, the employer must be prepared to provide documentation demonstrating that the language requirements are supported by business necessity:

14. Enter the job related special requirements (such as typing speeds, shorthand, foreign language proficiency, and test results, etc.):

15. List Yes or No to identify whether or not the job includes a combination of occupations, for example Engineer-pilot etc:

NOTE: The Department of Labor considers any assignment of one year or more "permanent".

16. What is the title of the employee's immediate supervisor:

17. Number of workers that the foreign worker will supervise: _____

18. Has the employer received any type of payment for the submission of this application?

19. Has the employer had a layoff in the area of intended employment, in the occupation involved in this application or in a related occupation with the last six months immediately preceding filing of this case?

If yes, were the laid off US workers notified and considered for the job opportunity for which certification is sought? _____

Once this questionnaire has been completed, please return to me. Once I receive, I'll have the file set up and will begin processing.

If you have any questions about the information required, please do not hesitate to contact Chey Benton at (918) 258-6092, extension 301 or preferably by email at cbenton@immspec.com. Thank you...we look forward to assisting you and your skilled professional to work through this process and obtain the employees immigrant visa or "green card".

Employer's signature:

Title:

Please make sure the fee agreement below is signed:

PLEASE INDICATE PERSON RESPONSIBLE FOR PAYMENT:

(If employer is not paying, initial payment must accompany completed questionnaire)

Employer Name

Date

Foreign Worker Name

Date

CUSTOMER HAS READ, UNDERSTANDS AND AGREES TO THIS FEE AGREEMENT. CUSTOMER FURTHER ACKNOWLEDGES THAT THE OWNERS AND STAFF OF IMMIGRATION SPECIALTIES ARE NOT ATTORNEYS AND DO NOT REPRESENT OR HOLD THEMSELVES OUT AS ATTORNEYS, AND WILL NOT GIVE LEGAL ADVICE OR REPRESENT THE CUSTOMER IN ANY LEGAL PROCEEDING. CUSTOMER AGREES NOT TO HOLD THE OWNERS AND/OR STAFF OF IMMIGRATION SPECIALTIES RESPONSIBLE FOR ANY LEGAL COMPLICATION THAT MAY ARISE IN CONNECTION WITH THIS APPLICATION AND ACCOMPANYING PETITION FILED WITH D.O.L. AND I.N.S.

Signed, _____ Date: _____

Print your name: _____



ACCEPTED

IF PAYING BY CREDIT CARD: ___ Visa ___ MasterCard

Card # _____ Exp. Date: _____

Name of Card Holder: _____

Total Known Amount Due: \$4485

Charge to my credit card for ___ Initial Payment of \$1430

and at each incremental portion of the process:

___ 2nd Payment of \$1430; ___ 3rd Payment of \$1625

PART 2: Documents Required

Use the checklist below for gathering documents and supporting evidence, and complete the questionnaire. Then, send by way of mail or courier service all documents to:

IMMIGRATION SPECIALTIES, Inc.

Attn: Chey Benton

Ref: PERM Request

4608 S. Garnett Rd., Suite 400

Tulsa, Oklahoma 74146

Phone (918) 258-6092, Extension 301

- ___ Current resume (typewritten)
- ___ Copies of degree certificate(s), transcripts or mark sheets (USA & Abroad), and course descriptions, if available.
- ___ Copies of any professional development course certificates available
- ___ **GOOD** copy of the front and back of I-94 card (we **must** be able to read the rubber date stamp indicating your date of arrival into the USA)
- ___ Complete copy of passport, excluding blank pages
- ___ Copy of I-20 authorizing practical training, if applicable
- ___ Copies of all H-1B approval notices since first entry into the U.S., Copies of I-94 cards (past and present) for TN visa holders, or J-1 (IAP-66 forms), if applicable
- ___ Copy of your education evaluation, if one has already been completed
- ___ If your profession requires licensure or certification, send a copy of all current Professional Licenses or certifications held (*do not send expired licenses or certifications!*)
- ___ To verify your past professional experience, provide copies of employment verification letters from prior positions held (foreign or U.S.), which should include the beginning and ending dates of employment, occupational title, and a brief description of duties. These letters must be on the employer's letterhead. (If your employer does not require any years of experience for the labor certification application, it will not be necessary to obtain these letters.)
- ___ Copy of your marriage / or divorce certificate, if applicable
- ___ Copy of birth certificates for you, your spouse and children under 21 (if applicable)
- ___ Copies of you and your family's H-1/ H-4 (or other type) nonimmigrant visa(s).