

YASKHI ISHAR CHOW & REDDY LLP

Counsellors At Law

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EMPLOYER (COMPANY) CHECKLIST

Writer's Direct Contact

Schedule A or Shepherd Information

This application in support of a Schedule A (Group I or II) or Shepherd Occupation?

Yes No

Schedule A, Group I includes Physical Therapists and Registered Nurses

Schedule A, Group II includes Aliens of Exceptional Ability.

Employer Information (Corporate Headquarters or Main Office)

1. Employer's name: _____
2. Address 1: _____
3. Address2: _____
City: _____
State/Province: _____
Country: _____
Postal code: _____
5. Phone number: _____ Extension : _____
6. Number of employees in area of intended employment: _____
7. Year commenced business: _____
8. FED EIN Number : _____
9. NAICS code (industry code): _____

10. Is your employer a closely held corporation, partnership, or sole proprietorship in which you have an ownership interest? Do you have a familial relationship with any of the owners, stockholders, partners, corporate officers, or incorporators? Yes No

Employer Contact Information

11. Contact's last name: _____
First name: _____
Middle initial: _____
Job Title: _____
12. Address 1: _____
Address 2: _____
13. City: _____
State/Province: _____
Country: _____
Postal Code: _____
14. Phone number: _____ Extension : _____
15. E-mail address: _____

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Wage Offer Information

16. Offered wage:

From: \$ _____ To (optional): \$ _____

Per (choose one): Hour Week Bi-Weekly Month Year

Job Opportunity Information (where work will actually be performed)

17. Primary worksite (where work is to be performed)

Address 1: _____

Address 2: _____

18. City: _____

State: _____

Postal Code: _____

19. Job Title: _____

20. Education. Minimum level required:

None High School Associate's Bachelor's
Master's Doctorate Other

If "Other" is indicated, specify the education required:

Major field of study: _____

21. Is training required in the job opportunity? Yes No

If "Yes," number of months of training required: _____

Indicate the field of training: _____

22. Is experience in the job offered required for the job? Yes No

If "Yes," number of years of experience required: _____

23. Is there an alternate field of study that is acceptable? Yes No

If "Yes," specify the major field of study: _____

24. Is there an alternate combination of education and experience that is acceptable?

Yes No

If "Yes," specify the alternate level of education required: _____

None High School Associate's Bachelor's
Master's Doctorate Other

If "Other" is indicated, indicate the alternate level of education required:

If applicable, indicate the number of years of experience acceptable: _____

25. Is a foreign educational equivalent acceptable? Yes No

26. Experience in an alternate occupation acceptable? Yes No

If "Yes", number of months of experience in alternate occupation required: _____

Rectify the job title of the acceptable occupation: _____

27. Job duties Add attachment if necessary. Include use of specific tools, technologies, machines, software, devices, etc.

28. Are the job opportunity's requirements normal for the occupation? Yes No

If the answer to this question is "No," "you must be prepared to provide documentation demonstrating that the job requirements are supported & business necessity."

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29. Is knowledge of a foreign language required to perform the job duties? Yes No
If the answer to this question is "Yes," you must be prepared to provide documentation
Demonstrating that the language requirements are supported by business necessity.
30. Specific skills or other requirements: _____
31. Does this application involve a job opportunity that includes a combination of
occupations? Yes No
32. Did the alien employee complete the training required for the requested job opportunity?
Yes No N/A
If "yes," please describe relevant training: _____
33. Does the alien employee have the experience as required for the requested job?
Yes No N/A
If "yes," please describe relevant experience: _____
34. Does the alien employee possess an alternate combination of educational and experience?
Yes No N/A
If "yes," please describe: _____
35. Does the alien employee have the experience in an alternate occupation?
Yes No N/A
If "yes," please describe: _____
36. Did the alien employee gain any of the qualifying experience with the employer in a
position substantially comparable to the job opportunity requested?
Yes No N/A
If "no," please describe job opportunity: _____
37. Did the employer pay for any of the alien employee's education or training necessary to
satisfy any of employer's job requirements for this position? Yes No
38. Is the alien employee currently employed by the petitioning employer? Yes No
39. Is the position identified in this application being offered to the alien employee?
Yes No
40. Does the job require the alien to live on your premises? Yes No
41. Is the application for a live-in household domestic service worker? Yes No
If "yes," have you said the alien executed the required employment contract, and has the
employer provided a copy of the contract to the alien? Yes No N/A

Employer Declaration

By virtue of my signature below, *I hereby certify* the following conditions of employment:

1. The offered wage equals or exceeds the prevailing wage, and our company will pay the prevailing wage from the time permanent residency is granted or from the time the alien is admitted to take up the certified employment.
2. The wage is not based on commissions, bonuses, or other incentives, unless we guarantee a wage paid on a weekly, bi-weekly, or monthly basis that equals or exceeds the prevailing wage.
3. Our company has enough funds available to pay the wage or salary offered the alien.
4. We will be able to place the alien on the payroll on or before the date of the alien's proposed

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entrance into the United States.

5. The job opportunity does not involve unlawful discrimination, by race, creed, color, national origin, age, sex, religion, handicap, or citizenship.
6. The Job opportunity is not:
 - a. Vacant because the former Employee is on strike or is being locked out in the course of a labor dispute involving q stoppage; or
 - b. At issue in a labor dispute involving a work stoppage.
7. The job opportunity's terms, conditions, and occupational environment are not contrary to federal, state, or local law.
8. The job opportunity has been and is clearly open to any U.S. worker.
9. The U.S. workers who applied for the job opportunity were rejected for lawful job-related reasons.
10. The job opportunity is for full-time, permanent employment.

I hereby designate the agent or attorney identified to represent our company for the purpose of labor certification and, by virtue of my signature in Block 3 below, I take full responsibility for the accuracy of any representations made by my agent or attorney.

I declare under penalty of perjury that I have read and reviewed this application and that to the best of my knowledge the information contained therein is true and accurate. I understand that to knowingly furnish false information in the preparation of this form and any supplement thereto or to aid, abet, or counsel another to do so is a federal offense punishable by fine or imprisonment up to five years or both (18 USC 2, 1001).

Last Name	First name	Middle name
Title		
Signature	Date signed	