

Occupational title of person who will be alien's immediate supervisor: _____

Number of employees alien will supervise: _____

Please provide a non-technical job description for this position: _____

Please provide a detailed job description: _____

The **Minimum** education required for this particular position is: _____

The **Minimum** experience requirement for this particular position is _____ years in this profession.

This foreign worker holds a (*Circle one:*) **Bachelor's / Master's** degree in the indicated profession, and has had _____ years experience in this profession.

Other educational certificates/diplomas: _____

Salary amount offered to the alien: \$ _____ Per Year or \$ _____ Per Hour _____ Overtime wages

Number of hours per week _____

Did the employer pay for any of the education or training for this applicant? **Yes or No**

Please read the information about worksite requirements below. Then provide the additional responses regarding the worksites.

If the employer knows where the candidate will be placed, check here: _____

If the employer currently employs Schedule A workers at multiple work-sites and doesn't know where the candidate will be placed, check here: _____

If the worksite is unknown and the employer doesn't currently have locations or clients, please call immediately.

Is this position considered to be a traveling position or is there a permanent worksite? Yes or No

1. Primary worksite where the work will actually be performed with city, state, county and postal code.

2. Will the current worksite location remain the same when the green card is approved? Yes or No?

If not, please provide a list of the facilities the candidate will work at upon the approval of the green card:

Important Notice for employers of "Out of Status" Aliens:

To find out if the alien is "Out of Status", you should ask them directly: (1) Are you currently employed? If not, how long has it been since you were employed? (2) Can you provide a recent pay stub to prove your current or recent employment? (3) Can you provide proof of CIS work permission? Make sure you and the alien are both aware of the complications involved before you proceed! Please call our office if you have questions!



We appreciate the time you have taken to complete this for our processing. Thank you for your business!

WHEN COMPLETED, PLEASE MAIL OR FAX TO OUR OFFICE
USING THE INFORMATION BELOW:

IMMIGRATION SPECIALTIES, Inc.

Attn: Amber K. Deason

4608 S. Garnett Road, Ste. 400, Tulsa, OK 74146

Telephone (918) 258-6092 ext. 314 Fax (918) 259-8792