

**A. Principal Beneficiary (Worker)**

1) Full Name		2) All Other Names Used (including maiden name)			
3) Home Address		4) A Number (if any)			
5) Highest Level of Related Education	6) Name of School	7) Year Education Completed			
8) School Address					
9) Home Phone	10) Cell Phone	11) Office Phone	12) Fax	13) E-Mail	
14) Beneficiary's <b>all related jobs</b> and jobs in the last three years. List present job first.				From	To
Full name and address of employer		Occupation	Exact Date	Exact Date	
				Present	

**B) Information about the offered job**

1) Activity to be performed by beneficiary in the US company.		2) Position Being Offered	3) Proposed Wages/Salary		
4) Number of Hours Per Week		5) How many workers will the beneficiary supervise?			
6) Minimum Education	7) Minimum Experience		8) Does the job require travel?		
9) Is Training Required	10) Special Requirements (including licenses, skills, certificates, etc.)				

**C) Information about Affiliated Company outside of US (if any)**

1) Name of the Company		2) Business Name (if different)			
3) Company's Address					
4) Manager/Officer's Name and Title (contact person)			5) Type of Business		
6) Company Phone	7) Company Fax	8) Company Contact Person's E-mail Address			
9) Year Established	10) Gross Income	11) Net Income	12) Website Address	13) EIN#	14) # of Workers
15) List In House Media normally used to post job offers			16) Working conditions that effect rate of pay		
17) Name of Bargaining Reps.		18) Bargaining Reps. Phone #	19) Bargaining Reps. Address		

**D) Needed Documents:**

Check List

**Beneficiary and Family:**

- |   |  |
|---|--|
| 1. Copy of I-94 and Passports for all individuals applying.   |  |
| 2. Resume (with details of prior experience including job duties, hours worked, periods of employment.) |  |
| 3. W-2, Quarterly Reports, Paystubs, Checks from current employer showing salary received, if any       |  |
| 4. Certificate of Employment, Income Tax, W-2, Letters and others proving prior related experience      |  |
| 5. University/College/High School Degrees (if any)  |  |
| 7. University/College Transcripts   |  |
| 8. Licenses and Permits (if job requires such),   |  |
| 9. Copies of all prior applications and approval notices and denial notices, I-20, DS-2019, etc.        |  |

**US Entity (if any):**

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|---|--|
| 10. Certificate & Articles of Formation or of Incorporation (if Petitioner is a corporation or LLC) |  |
| 11. Letter from IRS with EIN Number   |  |
| 12. Assumed Name Certificate (if any)   |  |
| 13. Copies of Lease Agreement and Assignment of Lease   |  |
| 14. Organizational Chart  |  |
| 15. Copies of Bank Statements (last three months)   |  |
| 16. Copies of Employer's Quarterly Reports  |  |
| 17. Copies of Receipts, Utility Bills, and Invoices   |  |
| 18. Latest Tax Returns  |  |
| 19. Latest Financial Statements ie: Income Statement/Balance Sheet                                  |  |
| 20. Business Plan or Company Brochure   |  |