



PERM Employer Questionnaire

Name of Foreign National Applicant: \_\_\_\_\_

**ABOUT THE EMPLOYER**

**1. Employer Information**

- Name of Employer (please use the company’s legal name): \_\_\_\_\_
- Fictitious Name/Doing Business As: \_\_\_\_\_
- Website: \_\_\_\_\_
- Full Address of Headquarters or Main Office: \_\_\_\_\_

(NOTE: If the address of Employer has changed since registering for a FEIN #, please ensure that Employer’s IRS filings reflect this change of address.)

- FEIN #: \_\_\_\_\_ Date Established: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Number of Employees: \_\_\_\_\_
- Number of Employees in area of intended employment: \_\_\_\_\_
- Nature of the Business: \_\_\_\_\_
- Gross Revenues for the most recent fiscal year: \_\_\_\_\_
- Net Revenues: \_\_\_\_\_
- Is 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? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_
- Is Employer enrolled in the E-Verify program? \_\_\_\_\_
- Has Employer ever filed a PERM application? \_\_\_\_\_ Approx. what year? \_\_\_\_\_
  - o If not, Employer will need to create a PERM account with the Department of Labor for the company and a sub-account for our firm. In some instances, DOL will require proof of tax ID numbers and office locations before approving the PERM account.
  - o If yes, already registered with the PERM system, has the employer ever been required to conduct Supervised Recruitment? YES or NO
  - o Has the employer ever been subjected to any immigration-related, U.S. Dept. of Labor investigations or audits? YES or NO

**2. Contact Information for Supervisor/Manager that will be responsible for Recruitment:**

- Name: \_\_\_\_\_
- Title: \_\_\_\_\_
- Telephone Number (with area code): \_\_\_\_\_ FAX Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_



3. Name and Title of Person signing Documents, if different from above: \_\_\_\_\_

4. **Financial Ability:** Please note that after the PERM Application is certified, we will be filing an I-140 Preference Petition in which we must submit documentation evidencing the Employer’s financial ability to pay the proffered salary as of the date the PERM process was commenced. **For companies with over 100 employees**, a letter from the CFO or a comparable officer certifying the company’s financial ability to pay the proffered salary is generally acceptable. However, USCIS adjudicators are not required to accept only this letter and have recently been requesting companies to submit their tax returns or other financial information. **For companies with fewer than 100 employees**, tax returns for the fiscal year in which the Application was filed as well as W-2s and other comparable proof are required. Please provide such documentation at this time.

**ABOUT THE POSITION BEING OFFERED**

1. **Job Occupation/Title:** \_\_\_\_\_

- Number of Possible Openings: \_\_\_\_\_
- Number of people currently holding offered position: \_\_\_\_\_
- Is this a newly created position? \_\_\_\_\_
- Does this position combine 2 or more occupations? \_\_\_\_\_
- Is the alien currently employed by Employer? If so, will Employer be sponsoring the alien for his/her current position or for a future position (*i.e.*, a promotion)? \_\_\_\_\_

2. **Base Salary:** \_\_\_\_\_

3. **Is this job “unionized”?** \_\_\_\_\_ If it is, please provide a copy of the Collective Bargaining Agreement and the Union Representative’s name & contact information:

- a. Name: \_\_\_\_\_
- b. Email: \_\_\_\_\_
- c. Phone Number: \_\_\_\_\_

4. **Worksite Locations.** List all addresses where Alien may work including county of work location:

Address	County
_____	_____
_____	_____
_____	_____
_____	_____



5. Transfers. If there is any chance that the alien will be transferred to another worksite(s), please list the legal name of the facility (if different than the name listed above) as well as the address of the worksite(s):

6. Remote/Telecommute. Is remote work / telecommuting allowed for this position?

7. Supervising Duties. Number of workers alien will supervise: Title(s) of workers alien will supervise:

8. Travel Required. Does this position require travel? If yes, please provide an explanation (including: frequency of travel, length of assignments, and reason for the travel):

EDUCATION

- Minimum degree required:
• Is a foreign degree acceptable?
• If the minimum requirement for the position is a Baccalaureate, is a three-year foreign Baccalaureate acceptable?
• Preferred field of study:
• If applicable, acceptable or alternative fields of study:

EXPERIENCE

- Is prior experience in this "Job Title" required? How many months?
• Would you accept prior experience in another position (or different job title)?
• If yes, please specify:
• Acceptable "alternative" occupations: Months of Experience:

TRAINING NEEDED TO GAIN PROFICIENCY IN REQUIRED SKILLS

- Is training required for this position?
• If yes, indicate the minimum number of months of training required:
• Indicate the field of training:



DUTIES AND SKILLS OF POSITION

List the duties of the job (attach separate sheet if needed):

- 1.
2.
3.
4.
5.

List essential skills, licenses, and/or certifications needed to perform the above listed job duties:

- 1.
2.
3.
4.
5.

- Are the duties and requirements normal for this position?

- Is a foreign language required to perform the job duties?

If the position requires a foreign language, there is a strong possibility that this requirement will trigger an audit. We will work with you to effectively respond to any audits; however, you should collect work product, emails, and other documents to evidence the required use of the foreign language.

LAYOFFS

- Have you had a layoff in the area of intended employment in this occupation or a related occupation within the six months immediately preceding the anticipated filing of the PERM application?
• If yes, were the laid off U.S. workers notified and considered for this job opportunity?