

Orr&Reno

Professional Association

REQUEST FOR BASIC INFORMATION ABOUT THE EMPLOYER AND THE JOB OFFER

1. Employer's full name:
Employer's address:
Telephone:
Fax number:
Federal ID#:
2. Name and **job title** of person who will sign all forms:
Provide contact person if different from above:
Telephone number of contact person:
E-mail address of contact person:
Name of person to forward invoices for legal services:
3. Describe employer's business activity (also provide company brochure if available):
4. How long has the employer been in business – provide year in which business was established:
5. Employer's **gross and net** income for the most recent year – Gross _____; Net _____
May be required to provide copy of recent annual report, corporate tax return or independent auditor's report.
6. Has your company ever had to apply for a Deemed Export License from the Dept. of State or Dept of Commerce?
7. Number of employees in U.S.:
Number of H-1B employees currently on staff:
Have any employees been laid off during the most recent 90 days?
8. Does the foreign national have an ownership interest in the employer?
9. Address where the foreign national will work if different from Item 1:
10. Employer's job title for the position:
11. Current rate of pay for the position:
12. What is the expected start date of employment:
13. What is the work schedule for the position – e.g. full-time or part-time, 8-5, 2nd shift:
14. Attach detailed description of the job duties:
15. Include the education and experience required to perform the duties (e.g. B.S. or M.A. in particular field plus number of years of experience in a particular area):
16. Name and **job title** of the foreign national's immediate supervisor:
17. Number of employees the foreign national will supervise, if any:
18. Foreign national's full name, current address, telephone number and e-mail address: