

Law Offices of Prashanthi Reddy, PLLC

www.reddyesq.com
prashanthi@reddyesq.com

505, EIGHTH AVENUE, SUITE 1402
NEW YORK, NY 10018

Fax: (212) 354-4581
Telephone: (212) 354-1010

EMPLOYER CHECKLIST

Schedule A or Shepherd information

Is this application in support of a Schedule A (Group I or II)
or Shepherd occupation? ☐ Yes
☐ No

Note: 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: _____

City: _____
State/province: _____
Country: _____
Postal code: _____
3. Phone number: _____
4. Number of employees in area of intended employment: _____
5. Year commenced business: _____
6. FED ELN number: _____
7. NAICS code (industry): _____
8. Is the 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

9. Contact's last name: _____
First name: _____
Full middle name: _____
10. Job title: _____
11. Address: _____

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City: _____

State/province: _____

Country: _____

Postal code: _____

12. Phone number: _____

13. Email address: _____

Wage offer information

14. Offered wage. From: \$ _____ To (optional): \$ _____

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

Job opportunity information (where job will actually be performed)

15. Primary worksite: _____

City: _____

State/province: _____

Country: _____

Postal code: _____

16. Job title: _____

17. Minimum education 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: _____

18. Is training required in the job opportunity? ☐ Yes ☐ No

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

Field of training: _____

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

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

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

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

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21. 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," indicate the alternate level of education required: _____

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

22. Is a foreign educational equivalent acceptable? ☐ Yes ☐ No

23. Is 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: _____

24. Specify job duties. Include use of specific tools, technologies, machines, software, devices, etc: _____

25. 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 and business necessity.

26. 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.

27. Specific skills or other requirements: _____

28. Does this application involve a job opportunity that includes a combination of occupations? ☐ Yes ☐ No

29. Did the alien employee complete the training required for the requested job opportunity? ☐ Yes ☐ No ☐ N/A
If "yes," please describe relevant training: _____

30. Does the alien employee have the experience as required for the requested job? ☐ Yes ☐ No ☐ N/A
If "yes," please describe relevant experience: _____

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31. Does the alien employee possess an alternate combination of education and experience? ☐ Yes ☐ No ☐ N/A
If "yes," please describe relevant experience: _____

32. Does the alien employee have experience in an alternate occupation? ☐ Yes ☐ No ☐ N/A
If "yes," please describe: _____

33. Did the alien employee gain any of the qualifying experience with the employer in a position comparable to the job opportunity requested? ☐ Yes ☐ No ☐ N/A
If "no," please describe job opportunity: _____

34. 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 ☐ N/A

35. Is the alien employee currently employed by the petitioning employer? ☐ Yes ☐ No

36. Is the position identified in this application being offered to the alien employee? ☐ Yes ☐ No

37. Does the job require the alien to live on your premises? ☐ Yes ☐ No

38. Is the application for a live-in household domestic service worker? ☐ Yes ☐ No
If "yes," has the alien executed the required employment contract, and has the employer provided a copy of the contract to the alien? ☐ Yes ☐ No ☐ N/A

General Information

1. Has the employer received payment of any kind for the submission of this application? ☐ Yes ☐ No

1A. If Yes, describe details of the payment including the amount, date and purpose of the payment: _____

2. Has the bargaining representative for workers in the occupation in which the alien will be employed been provided with notice of this filing at least 30 days but not more than 180 days before the date the application is filed? ☐ Yes ☐ No ☐ N/A

3. If there is no bargaining representative, has a notice of this filing been posted for 10 business days in a conspicuous location at the place of employment, ending at least 30 days before but not more than 180 days before the date the application is filed? ☐ Yes ☐ No ☐ N/A

4. Has the employer had a layoff in the area of intended employment in the occupation involved in this application or in a related occupation within the six months immediately preceding the filing of this application? ☐ Yes ☐ No

4A. If Yes, were the laid off U.S. workers notified and considered for the job opportunity for which certification is sought? ☐ Yes ☐ No ☐ N/A

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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 to the alien.
4. We will place the alien on payroll on or before the date of the alien's proposed 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 former employee is on strike or is locked out in course of labor dispute involving a stoppage;
 - b. At issue in labor dispute involving work stoppage.
7. The job opportunity's terms, conditions, and occup. 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 thereof 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).

1. Last name: _____
First name: _____
Full middle name: _____
2. Title: _____
3. Signature: _____
Date signed: _____