
LAW OFFICE OF MARISA A. DeFRANCO

• Licensed in Massachusetts •

Employer Questionnaire, H, L, E, LPR

Date Questionnaire completed: _____

1. Legal name of employer: _____

2. Tax Identification number: _____

3. Year established _____

4. Address **(including County)** of employer: _____

5. Name of Company and Address **(including County)** where alien will work: _____

6. Telephone Number: _____ Fax Number: _____

7. Nature of Employer's Business Activity: _____

(Please attach brochure/full description of business and history)

8. Number of Employees _____

9. Number of H-1B Employees _____ L-1s _____

10. Annual Gross Income _____

11. Annual Net Income _____

12. Name of Job Title of Position Offered: _____

13. Full name of company signatory _____; Title _____

14. Total Hours per Week: _____

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15. Number of Workers Alien Will Supervise: _____

16. Title of Person will be Alien's Immediate Supervisor: _____

17. Will Alien work overtime? _____ If yes, how many hours? _____

18. Work Schedule: _____

19. Rate of Pay offered: _____

(For Green Card Applications) Projected Rate of Pay in 18-24 months: Basic _____ Overtime: _____

20. Is this Position Unionized? _____

21. Benefits Offered and Yearly Value: _____

22. Describe Efforts to Recruit U.S. Workers and Results, Including Advertisement Dates and Name of Publication (for Green Card Apps and H-1B Dependent Employers only): _____

23. Detail Minimum Requirements for the Position, including Educational and Experience Requirements: _____

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24. Describe Fully the job to be performed (Duties)_____

Special Requirements:_____

Documents Required for H-1B, L-1, Nonimmigrant Petitions:

- Copy of Signed Offer Letter and Contract
- Approved LCA (Attorney provides to company for signature, H-1B only)
- Copy of letter from company's bank verifying current balances (for start-ups or small businesses)
- Copies of client contracts/purchase orders (for start-ups or small businesses)
- Copy of financial statement detailing current income/funding of company and/or most recent corp. tax return

Documents Required for Green Card:

- Financial Records (Taxes, Profit/Loss Sheet)
- Copy of letter from company's bank verifying current balances
- Permanent Job Offer Letter
- Proof of Advertising (Tearsheets)
- Recruitment Summary