

# WANI & ASSOCAITES. P.C

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## **EMPLOYER'S INFORMATION**

1. Full Legal Name of Employer \_\_\_\_\_
2. Federal Employer I.D # \_\_\_\_\_
3. Employers address \_\_\_\_\_
4. Employers Telephone # \_\_\_\_\_
5. Employers Fax # \_\_\_\_\_
6. Business form of the employee, whether corporation, proprietorship, partnership \_\_\_\_\_
7. If an individual, is the employer US citizen, permanent resident or an alien \_\_\_\_\_
8. Date of business formed \_\_\_\_\_
9. Nature of the Employer's business activity/product \_\_\_\_\_
10. Current number of employees \_\_\_\_\_
11. Initial capitalization, if it is new business \_\_\_\_\_
12. Gross annual income (U.S. and worldwide) \_\_\_\_\_
13. Net annual income (U.S and worldwide) \_\_\_\_\_
14. Name and title of the employer who will sign immigration forms \_\_\_\_\_
15. Job site where the worker will work \_\_\_\_\_
16. Name, title and phone number of immediate supervisor for the job \_\_\_\_\_
17. Description of the job duties \_\_\_\_\_
18. Employers minimum qualifications for the job \_\_\_\_\_
19. Industry standards for the job \_\_\_\_\_
20. Special technical proficiencies required for the job \_\_\_\_\_
21. Where you want to keep the documents \_\_\_\_\_
22. Position for which employment is sought \_\_\_\_\_

23. Job title

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24. Actual pay for the job

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25. Prevailing wages for the job

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26. Source of income

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27. Last three years income/ turnover

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28. Last three years tax returns

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29. The period for which worker is sought

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30. Number of workers working with the employer

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31. Number of workers supervised by the person filing this position

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32. Educational requirements for subordinate positions

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Documents from Employer:

Brochure of information

Financial Statements

Last tax return

Pay stubs

Contracts

**MUMTAZ A. WANI**

**ATTORNEY AT LAW**

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1. FULL NAME

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2. SS #

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3. A#

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4. Address:

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5. Foreign address:

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6. City where U.S. Consulate is located in your country:

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7. DATE OF BIRTH COUNTRY OF BIRTH

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8. Date of Arrival

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9. I-94#

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10. Current Immigration Status

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11. Expires on:

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12. Passport number and expiration date

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13. Proposed Duties

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14. Present occupation

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15. Prior works experiences job titles and describe your duties

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16. Academic degrees

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17. Name and Address of the School, Field of Study, From – To, Degree received

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18. If degrees are from foreign school, have they been evaluated

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19. Other training and continuing education

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20. Prior work experience in the professional field

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a. Name and address of the past employer

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b. Name of the Job

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c. Date started

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d. date left

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e. kind of business

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f. Describe in detail the duties performed

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g. Number of hours per week

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(Use additional sheets if you have worked on more than one place)

h. Salary

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21. Other work experience

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22. Special skills or areas of expertise

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23. Awards or other indications of achievement

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24. Experts familiar with your achievements

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25. Publications by or about the alien

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26. Full name of each family member

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- Foreign address

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- U.S. address if any

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- Relationship to the alien

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- Date of birth

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- Country of birth

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- Social security number, if any

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- Alien number, if any

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- If the alien is in the United States:

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- Date of last arrival

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- I-94

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- Current immigration status

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- Passport number and expiration date

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## **DOCUMENTS REQUIRED FROM EMPLOYEE**

1. Copies of the degree and diploma certificates
2. Recent resume
3. Experience certificates
4. Copy of Passport
5. Copy of U.S. visa
6. Copy of latest I-94