

LAW OFFICES OF MANFRED SCHROER

San Gabriel Valley Office:

1900 S. Del Mar Ave #203
San Gabriel, CA 91776
Tel: (626) 571-4666 Email: wt1900@gmail.com

Riverside Area Office:

22545 Barton Road #204
Grand Terrace, CA 92313
Tel: (909)783-4422 Email: schrolaw@gmail.com

PERM (Labor Certificate) Documents List

Employer:

1. Detail description of proposed employment position and requirements
2. Job title/Salary or Job Offer Letter/Agreement
3. Article of Corporation/ Business License
4. Employer Tax ID (SS4)
5. Most recent financial report or income statement
6. Company Profile
7. Company brochure and catalog
8. Total employees of company
9. President (C.E.O.) or Authorized Rep's full name and title

Beneficiary:

1. Degree(s) and Transcript(s)
2. Specialties
3. Passport/Visa/I-94, I-20, EAD card and other status approval from USCIS
4. Experiences reference letter(s)
5. Certificate/License, Professional Membership (if any)
6. Awards, Articles, and publications (if any)
7. Resume (Detailed Background of Educations and Experiences)

<input checked="" type="checkbox"/> Name of Employer	
<input checked="" type="checkbox"/> Complete Street Address of Employer	
<input checked="" type="checkbox"/> Business Nature	
<input checked="" type="checkbox"/> Period of employment (from month/year to month/year)	
<input checked="" type="checkbox"/> Work hours per week	
<input checked="" type="checkbox"/> Job title	
<input checked="" type="checkbox"/> Detailed Job Descriptions or Job offer letter	
<input checked="" type="checkbox"/> Under what kind of work authorization (OPT, H-1B, etc)	
<input checked="" type="checkbox"/> I have enclosed 1 st & last pay stubs, tax returns & W-2	

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Labor Certification Questionnaire (PERM)

Information of Employer:

Employer's name			
Federal ID Number (9 digits)	State Tax ID# 8 digits	Business Code 6 digits	
Employer's Address			
County		Website Address	
Employer's Telephone #		Employer's Fax #	
Date company established		Gross Annual Income	/Fiscal Year 201__
		Net Annual Income	/Fiscal Year 201__
Number of Employees			
# Of employees & positions laid off for the past 12 months		Work Hours	From _____ a.m. To _____ p.m.
Business Nature (detail descriptions)			
Name & title of person signing your petition		Title of your immediate Supervisor	
Contact Phone #		Contact Phone #	
Email Address		Email Address	

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Labor Certification Questionnaire (PERM)

Job Offered and Information of Applicant:

Title of Proposed Job		Salary per month			
Date of employment (if already employed)	***Please provide first & current paycheck stub				
Job Requirements					
Job Duties. At least 6 sentences to describe job activities, equipment used, complexity of the job duties, level of judgment required to perform the job, amount and nature of supervision received, and supervisory responsibilities, direct supervisor's title					
Applicant Information					
Name					
Birth place (City, Country)		Nationality			
Birth Date					
Social Security Number					
Foreign Address					
U.S. Address					
E-Mail Address	Home Phone	Work Phone	Cellular Phone	Home Fax	Work Fax
Passport Issue/Expire Date			Visa Issue/Expire Date		
I-94 Number			I-94 Entry/Expiration Dates		

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PERM (Program Electronic Review Management):

	PERM RECRUITMENT REQUIREMENTS	
	Professional Positions	Non-Professional Positions
Job Order with SWA	Must be placed for 30 days.	
Print Ads (2)	2 Sunday ads, can be consecutive Sundays. Journal ad may be used in lieu of one Sunday Ad if position requires advanced degree plus experience. Must be at least within 30-180 days prior to filing.	2 Sunday ads (may be consecutive Sundays) in newspaper of general circulation. Must be within 30-180 days prior to filing.
Required Additional Recruitments (3)	At least 3 additional recruitment efforts required: (1) job fairs, (2) employer website, (3) professional job search website, (4) on-campus recruiting, (5) trade or professional organizations, (6) private employment firms, (7) employee referral program, (8) posting at campus placement office, (9) local or ethnic newspapers, (10) radio and television advertisements. Only one of the additional steps may take place within 30 days of filing	None Required.
Internal Postings	Employer must post notice for at least 10 consecutive business days at the work location, must contain salary (a range OK) must be published in any and all in-house media, electronic or printed, in accordance with normal procedures generally used in recruiting for similar positions in the organization.	
Suggest Ad Content	name of the employer identify the geographic area of employment description of the vacancy specific enough to apprise US worker of the job vacancy may include minimum education and experience salary not required responses to be directed to the employer physical address not required.	