



6. State in detail the **minimum** education, training, and experience for a worker to perform the job duties satisfactorily as described in item 5 above.

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7. Other Special Requirements:

**Education** (Enter number of years)

Grade School \_\_\_\_\_ High School \_\_\_\_\_ College \_\_\_\_\_

Specify college degree required \_\_\_\_\_

Major Field of Study \_\_\_\_\_

**Training**

Type of Training (classroom or job) \_\_\_\_\_ # years \_\_\_\_\_ #months \_\_\_\_\_

Related occupation \_\_\_\_\_

**Work experience** # years \_\_\_\_\_ # months \_\_\_\_\_

8. Occupational title of person who will be alien's immediate supervisor: \_\_\_\_\_

9. Number of employee's alien will supervise: \_\_\_\_\_

Comments:

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**Part B (To be completed by the employee or proposed employee exclusively)**

**1. Relevant academic degrees and accomplishments** - List names and addresses of colleges, universities and schools attended(include trade or vocational trainingfacilities):

College/School name \_\_\_\_\_

Address \_\_\_\_\_

Field of study \_\_\_\_\_

Degrees or certificates \_\_\_\_\_

Attendance dates: From (month/year)                      To (month/year)

College/School name \_\_\_\_\_

Address \_\_\_\_\_

Field of study \_\_\_\_\_

Degrees or certificates \_\_\_\_\_

Attendance dates: From (month/year)                      To (month/year)

College/School name \_\_\_\_\_

Address \_\_\_\_\_

Field of study \_\_\_\_\_

Degrees or certificates \_\_\_\_\_

Attendance dates: From (month/year)                      To (month/year)

College/School name \_\_\_\_\_

Address \_\_\_\_\_

Field of study \_\_\_\_\_

Degrees or certificates \_\_\_\_\_

Attendance dates: From (month/year)                      To (month/year)

**2. Additional qualifications and skills.**Describe in detail duties performed, including any systems and/or equipment used, serviced, built, designed and/or describe processes and/or techniques employed or developed; computer languages utilized; state-of-the-art technology involved, etc.):

**Qualification or skill** \_\_\_\_\_

Duties performed \_\_\_\_\_

Systems/equipment used, etc. \_\_\_\_\_

**Qualification or skill** \_\_\_\_\_

Duties performed \_\_\_\_\_

Systems/equipment used, etc. \_\_\_\_\_

**Qualification or skill** \_\_\_\_\_

Duties performed \_\_\_\_\_

Systems/equipment used, etc. \_\_\_\_\_

**3. List Licenses (Professional, Journeyman, etc.)**

<b>Field of Study</b>	<b>Licenses Received</b>	<b>From (Mth/Yr)</b>	<b>To (Mth/Yr)</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**4. List and attach** documents which are to be submitted as evidence that alien possesses the education, training, experience, and abilities represented:

_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_

**5. Work Experience.** List all jobs held that are **relevant to the job described at Part A.**

**Name of employer** \_\_\_\_\_

Address of Employer \_\_\_\_\_

Name of Job \_\_\_\_\_ Type of Business \_\_\_\_\_

No. hours worked per week \_\_\_\_\_

Date started (mm/dd/yyyy) \_\_\_\_\_ Date left (mm/dd/yyyy) \_\_\_\_\_

Describe in detail the duties performed, including any systems and/or equipment used, serviced, built, designed and/or processes and/or techniques employed or developed; computer languages utilized; state-of-art technology involved. \_\_\_\_\_

**Name of employer** \_\_\_\_\_

Address of Employer \_\_\_\_\_

Name of Job \_\_\_\_\_ Type of Business \_\_\_\_\_

No. hours worked per week \_\_\_\_\_

Date started (mm/dd/yyyy) \_\_\_\_\_ Date left (mm/dd/yyyy) \_\_\_\_\_

Describe in detail the duties performed, including any systems and/or equipment used, serviced, built, designed and/or processes and/or techniques employed or developed; computer languages utilized; state-of-art technology involved.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of employer** \_\_\_\_\_

Address of Employer \_\_\_\_\_

Name of Job \_\_\_\_\_ Type of Business \_\_\_\_\_

No. hours worked per week \_\_\_\_\_

Date started (mm/dd/yyyy) \_\_\_\_\_ Date left (mm/dd/yyyy) \_\_\_\_\_

Describe in detail the duties performed, including any systems and/or equipment used, serviced, built, designed and/or processes and/or techniques employed or developed; computer languages utilized; state-of-art technology involved.

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**Name of employer** \_\_\_\_\_

Address of Employer \_\_\_\_\_

Name of Job \_\_\_\_\_ Type of Business \_\_\_\_\_

No. hours worked per week \_\_\_\_\_

Date started (mm/dd/yyyy) \_\_\_\_\_ Date left (mm/dd/yyyy) \_\_\_\_\_

Describe in detail the duties performed, including any systems and/or equipment used, serviced, built, designed and/or processes and/or techniques employed or developed; computer languages utilized; state-of-art technology involved.

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**Name of employer** \_\_\_\_\_

Address of Employer \_\_\_\_\_

Name of Job \_\_\_\_\_ Type of Business \_\_\_\_\_

No. hours worked per week \_\_\_\_\_

Date started (mm/dd/yyyy) \_\_\_\_\_ Date left (mm/dd/yyyy) \_\_\_\_\_

Describe in detail the duties performed, including any systems and/or equipment used, serviced, built, designed and/or processes and/or techniques employed or developed; computer languages utilized; state-of-art technology involved.

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Date questionnaire completed \_\_\_\_\_