

# TN Questionnaire

**Delgado Rompf Bruen LLC**  
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## Part A: Information Regarding the Employer

Full Company Name:

Full Company Address:

Phone #:

Email:

Fax #:

Website:

### Point of Contact

### Signatory for petition & support letter

Name:

Name:

Title:

Title:

Email:

Email:

## Part A: Information Regarding the Employer Continued

Company IRS Tax #:

Year company was established:

Type of business:

Current # of employees:

Gross annual income:

Net annual income:

## Part B: Information Regarding the Proffered Position

Title of position offered to the foreign national:

Job Description:

Title of prospective employee's immediate supervisor:

Does this position require a State license or certification? If yes, describe and provide a copy of the license and/or certification.

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Address where foreign national will work (if different than the company address listed above or if more than one location). If employee will be assigned to other locations; please also describe for how long in each location (e.g. less than 90 days, more than 90 days, etc.)

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# of work hours per week:

Wages (annually, weekly, monthly or hourly):

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Other Compensation offered (health benefits, vacation, etc.):

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Value of benefits offered:

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Dates of intended employment (from-to):

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### **Part C: Information Regarding the Prospective Employee**

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Full name (first, middle, surname)- please print surname in CAPS:

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Current U.S. address (if applicable):

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Phone #:

Email:

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Foreign address (**required**):

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Phone # abroad:

Email abroad:

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Birth country:

Birth city/province:

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Date of birth:

Social Security #:

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Current immigration status in the U.S.:

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Marital Status:      Single  Married  Widowed  Divorced

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**If married, please provide the following information:**

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Spouse's Full Name:

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Spouse's Date of Birth:

Spouse's Place of Birth:

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Spouse's Current Address:

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Spouse's Immigration Status in the U.S.:

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Child's Full Name:

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Child's Date of Birth:

Child's Place of Birth:

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Child's Current Address:

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Child's Immigration Status in the U.S.:

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Child's Full Name:

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Child's Date of Birth:

Child's Place of Birth:

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Child's Current Address:

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Child's Immigration Status in the U.S.:

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Child's Full Name:

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Child's Date of Birth:

Child's Place of Birth:

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Child's Current Address:

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Child's Immigration Status in the U.S.:

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Educational Background – please provide degree level, date degree was received, and school name/ location that awarded the degree, for each degree receive.

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**Please provide the following information about your current employer (if applicable)**

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Company Name:

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Company's Address:

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Job title with this employer:

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Dates of employment (from/to):

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Nonimmigrant status during employment:

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**Requested documentation**

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- Current resume
- Complete photocopy of current passport and any expired passports, including all blank pages
- Photocopy of most recent I-94 arrival/departure record
- Photocopies of all diplomas and transcripts received, including certified English translations (if necessary)
- Letters of recommendations, awards, etc. that pertain to the field in which the prospective employment is being offered
- Photocopies of all I-20 forms
- Photocopies of all EAD cards (employment authorization documents)
- Photocopies of all Forms I-797, Notice of Approval, issued by the USCIS
- If currently employed, photocopies of **3 most recent** paystubs
- Photocopies of spouse/children's passports and I-94 arrival records (if applicable)
- Photocopies of marriage certificate and children's birth certificates, with certified English translations (if applicable)

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**Once questionnaire has been completed, please return to the office. Thank you!**