

LABOR CERTIFICATION REQUEST FORM: DEPARTMENT PORTION

To be completed by the Sponsoring Department



Hiring School/Department Information

CUA Department	
Supervisor Name	
Supervisor Title	
Name of Department Administrator	
Telephone Number	
Email Address	

International Employee Information

Name of employee	
Address where employee works	
Employee Start Date at CUA	<hr/> <i>Month Day Year</i>

Position Information

Job Title	
Job Duties (Please describe the job duties, responsibilities and activities of the position. Provide enough detail to allow for appropriate classification and comparison with similar positions at other employers).	

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Annual Salary	
Is this position full-time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	
Work Schedule (e.g. 9am-5pm)	
Is travel required in order to perform the job duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:	
Does the Department intend to employ this individual for the foreseeable future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the individual supervise anyone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many employees?	

Minimum Education/Training Needed for Position

Minimum education level required for the position:	<input type="checkbox"/> None <input type="checkbox"/> High School <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate
Major Field of study:	
Is training required for the position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the number of months required AND field of training:	
Is experience required for the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, number of months required:	

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Indicate occupation required for experience	
Is there an alternate field of study that is acceptable:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify:	
Is there an alternate combination of education and experience that is acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes (i.e., M.D. is accepted in lieu of Ph.D., Bachelor's plus 2 years of experience is acceptable in lieu of Master's), specify:	
Is a foreign educational equivalent acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is experience in an alternate occupation acceptable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, number of months experience in alternate occupation	
Job title of acceptable alternate occupation	
Are the job requirements normal for the occupation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:	
Is knowledge of a foreign language required to perform the job duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Specific skills or other requirements:	
Does the position involve a combination of occupations?	