ALIEN’S EMPLOYMENT HISTORY
To be completed by the “alien”
on whose behalf Rutgers is submitting a Permanent Labor Certification Application.

PLEASE COPY THIS FORM AS NECESSARY

• Use one form for each job you have held in the past 3 years (regardless of whether it was related to your current job). START WITH YOUR CURRENT JOB.

• ALSO list any jobs you held more than 3 years in the past but which were directly related to your current job.

THE INFORMATION BELOW DESCRIBES JOB # _____ OF A TOTAL OF ____ JOBS FOR WHICH I AM SUBMITTING ONE OF THESE FORMS.

1. Enter full legal name of the business, firm or organization that employed you.

2. Enter the street address of the employer.

3. Enter the city, state or province, country and postal code for the employer’s postal address.

4. Enter the type of business of the employer, e.g., “institution of higher education,” “federal research agency,” “software manufacturing,” etc.

5. Enter the job title you held with the employer.

6. Enter the date you started working for this employer ______ ______ ______

   mo.      day       year

7. Enter the date you stopped working for this employer ______ ______ ______

   mo.      day       year

8. Enter the number of hours per week you worked for this employer:

9. Phone number of the employer

10. Name of your supervisor

11. Job description, including details of the work performed, with emphasis on the skills, qualifications, certifications and licenses required, managerial or supervisory functions performed, materials or products handled, and machines, tools and equipment used or operated. (Continue on reverse side of this form if you run out of space on this side)

Your Name:

Your current address (home):

Your current phone number (home):

Your Signature: