

Employer Information Request

In order to prepare an H-1B, TN, O-1, or H-1B1 Petition for a prospective employee, please provide the following information and/or copies.

From Central Washington University (please review carefully, and complete or confirm the following information):

I. INFORMATION REGARDING U.S. EMPLOYER

Employer name: Central Washington University

Address: 400 E. University Way, Ellensburg, WA 98926

Type of business: Institution of Higher Education

Date University established: 1891 IRS Tax No.: 91-6000618 No. of employees: _____

University's annual revenue: Gross \$ [per current annual report] Net \$ N/A

HR contact: JoAnn Hundtoft

Telephone: (509) 963-1462 Email: JoAnn.Hundtoft@cwu.edu

II. POSITION OFFERED IN U.S.

Job title: _____

Job duties: _____

Dates of intended employment [Note: maximum of three (3) years allowed for initial petition {H-1B, TN, O-1}; for H-1B1, for nationals of Chile and Singapore only, issued in one (1) year increments]; total maximum of 6 years (continuous employment) allowed in H-1B status]

From: _____ (MM/DD/YYYY) to: _____ (MM/DD/YYYY)

Position full time? Yes No Number of hours per week: _____

Offered wage/salary: \$ _____ Other compensation? **Benefits package** Value: \$ _____

Do other workers at the University have these same job duties? Yes No

Location of place of employment: _____

Will employee be traveling to other locations in the U.S. for work? Yes No

Work schedule: _____ a.m. to _____ p.m.

Name of labor union: _____ Labor union rep.: _____

Minimum education/degree required to perform the job duties: _____

Field of study: _____

Do other persons employed with this job title/description have this education/degree? Yes No

If not, what do they have? _____

Special requirements/skills needed to perform the position: _____

Minimum years of experience required to perform the job duties: _____

Title of immediate supervisor: _____ Number of people employee will supervise: _____

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III. HR CONTACTS

Name of principal HR contact, including title, email address, and telephone number

JoAnn Hundtoft, HR Partner, JoAnn.Hundtoft@cwu.edu, (509) 963-1462

Name of person who will sign the forms on behalf of Central Washington University, if different from principal HR contact, including title, email address, and telephone number

Dr. Katherine Frank, Provost/Vice President for Academic and Student Life, Katherine.P.Frank@cwu.edu, (509) 963-1400

Names of other individual(s) who should be cc:'d on communications regarding the case, including title(s), email address(es), and telephone number(s)

Please provide copies of the following documents:

1. Position Description for the offered position
2. Recruitment Notice
3. Offer Letter