



Request for Assistance With Employee Permanent Resident Petition

Employee Name:

Employee Title:

Employee Department:

Employee Supervisor :

Employee Supervisor Title:

We request Human Resources Management, assist us with the named employee's permanent resident petition under the direction of the employee's attorney. The assistance will include but is not limited to: posting required notices; certification of posting notices; posting the job with the Texas Workforce Commission; obtaining proper signature for recruitment search report; submitting the ETA 9089 in the U.S. government PERM system; signing the approved Labor Certification; signing the I-140; any communication necessary between employee, department and employee's attorney.

We understand and agree that this is a complimentary service offered by Human Resources Management for employees and departments; and that Human Resources Management is not liable for errors arising from: actions by the employee, the department, or the employee's attorney; or for actions or omission by the federal or state government, or for computer system problems.

Employee Signature

Employee (Print Name)

Date

Employee Supervisor

Employee Supervisor (Print Name)

Date

Department Head or Dean

Department Head or Dean (Print Name)

Date