H-1B Job Description

Please complete this form based on the *minimum* requirements for the job, <u>NOT</u> the qualifications of the applicant.

Name of Applicant _____ ***PERS#** _____

Create in HRMS or once PeopleSoft HCM is implemented, leave blank and we will obtain and share this number.

Department _____ **Job Title** _____

Minimum Degree Required to Qualify for Job Interview _____

Area of Specialization for Degree (ex. Biochemistry, Biology) _____

Minimum Years of Experience to Qualify for Position _____

Does this position provide full supervision to any other position?   Yes _____   No _____

If so, how many _____

Detailed Technical Description of Job Duties: *(Attach additional page if necessary)*

What is the physical location where applicant will work? If time will be split between various locations, please give approximate percentage of time at each over the course of a year.

UT Southwestern	Parkland	St. Paul	VAMC	Zale Lipshy	Other Facilities:
_____%	_____%	_____%	_____%	_____%	**Provide name, dates of employment, contact information, and % time on page (2) of this form**

Proposed Salary _____   **Dept. FED-EX Account #**_____

-or- PeopleSoft Dept. ID   &   Subledger Number:

_____   _____

Dates for which H-1B is to be sponsored:

Start Date _____   **End Date**_____

Name of Supervisor of Position_____ Title of Supervisor_____

Supervisor Signature _____ Date _____

Person Preparing Form _____ Phone Number _____ Mail Code:_____

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Please complete the information requested below for each off-site location at which the H-1B employee will work while paid by U.T. Southwestern under this H-1B visa petition.

Facility Name and Address	Contact Person Name, Phone, Email Address	Dates of Off-Site Employment (if known)	Percentage of Total Work Time (if known)

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