

## **Instructions for ETA-8560 Petition for Trade Adjustment Assistance**

The Petition for Trade Adjustment Assistance may be completed by or on behalf of individuals who were laid off from employment due to increased imports from foreign countries. Unlike the NAFTA petition, the Trade Adjustment Assistance program targets and increase in imports on a global basis, regardless of foreign country of origin. Also, the program excludes job losses that are due to a shift in production to a country outside the United States.

The Petition may be completed by three workers who were laid off due to the impact of foreign imports. It may also be completed by a responsible company official, such as a Personnel Manager, Chief Financial Officer or General Manager. Finally, a union representative may file on behalf of affected workers.

- I.** Petitioner Information: Complete the names, Street Addresses, City, State and Zip Codes, Telephone Numbers, Date of Separations and Union Affiliation of all persons who are signing the petition. If three workers are filing the petition, this section must be complete for all three petitioners. If a company official or union representative is filing the petition, only one name need be completed.

- *Example: Bob Organized- Union Representative  
1326 Affiliation Road  
Las Vegas, NV 89101  
(702)486-0001  
January 14, 2003*

Identify the group of workers involved in the separations, ESPECIALLY if not all workers have been affected.

- *Example: Halloween Mask Decorators, Fright Wig Makers, Rubber Nose Assemblers, but NOT Costume Makeup Tinters*

If the petition is being filed by a worker representative, complete the capacity in which the petitioner is filing, i.e., union representative, Comptroller, etc.

- II.** Complete the company name, division address and subdivision address for EACH affected division.

- *Example: Funny Faces, Inc.  
Costume Division  
1515 Styrofoam Way, Beowawe, NV 89111  
Fright Wig Division  
1331 Clownhead Way, Austin, NV 89411*

- III.** State the name, address and telephone number of a responsible company official who will be able to provide sales, production and employment data for each affected division. This information is critical in making a timely determination on eligibility under this program.
- *Example: Emmitt Kelly, Chief Financial Officer, 3630 Bozo Way, Schenectady, NY 21444 (112) 555-2121*
- IV.** State the date that separations due to increased foreign imports began or are scheduled to begin (do not file a petition more than 60 days in advance of a scheduled layoff). Estimate the number of affected workers:
- *Example: Fright Wig Makers, June 14, 2001- 120; Halloween Mask Decorators December 3, 2001- 65.*
- V.** Give a description of articles produced by the firm as well as the articles that are either like those produced by the affected firm or directly competitive with those and that are causing the layoffs
- *Example: Synthetic Fright Wigs, Rubber Halloween Masks, Rubber Fake Noses that are declining in sales due to imports of Tinted Toupees from Taiwan, Goofy Glasses from Ghana and Horrible Hoods from Hong Kong.*
- VI.** State the reasons for belief that increased imports are affecting the firm's sales. Include supporting documentation such as newspaper articles, information from the US Trade Commission, industry data or letters evidencing that customers are purchasing like or similar goods from overseas. Failure to include such documentation does not eliminate the potential for certification, but it will prolong the process.
- VII.** Answer yes or no as to whether the specified group of workers has been previously certified. Remember that the petition does not cover the entire company, only specified worker groups. So, if Makeup Manufacturers had been certified in the past but are not included in the current petition, the answer would be "no". If workers are indistinguishable by product line, and the employees of the company have been certified in the past, answer "yes"

**Petitioner(s) Signatures:** Each person listed in Part 1 must sign the petition.

Return the petition to the address shown at the bottom of page 2 on the petition. The investigation and certification process usually takes 60 days. All affected workers will be notified if the certification is approved.