

Work & Travel USA

Job Offer - Spring/Summer 2012



Name of CIEE Representative:

Country:

Interviewed by (name):

Date (day/month/year):

Representative Code:

Employer Section

Company name:	Phone:	
d/b/a (if applicable):	Fax:	
Street:		
City:	State:	Zip:
WC Insurance Provider:	WC Policy #:	TaxID/EIN:
Website:	How many international students do you intend to hire?:	

Worksite address (if different from above) Street:		
City:	State:	Zip:

Offer made to (student name):		
Dates of employment: From (DD/MM/YYYY):	To (DD/MM/YYYY):	Maximum of four (4) months
Manager's name:	Manager's phone:	
Manager's email:	Off season phone:	

Student job title:	
Job description:	
Wage per hour:	Average number of hours per week:
Is an end of season bonus available? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details below.

Details:	
Additional Wage Provisions/Deductions (training, equipment or uniform fees, paycheck deductions, bonus stipulations):	

Does employer provide housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of housing (house/hotel/etc):
Housing address:	
Cost of housing:	Estimated cost of utilities:
Housing deposit:	Is housing furnished?:
How many people share house?:	How many people share room?:

By signing below I am contracting with CIEE to arrange employment of students from abroad through the J-1 Summer Work/Travel program. I acknowledge the aims and objectives of the CIEE Work & Travel USA program as a U.S. Department of State authorized Exchange Visitor Program, with the purpose of providing cultural exchange opportunities to qualified foreign students, and advancing the public diplomacy goals of the United States. I understand that participants may undertake a period of employment of no more than four months during their college/university vacation period. I have not received compensation from any party in return for offering this job. I have fully explained the terms of employment and job details to this student. The salary and other terms at minimum match the prevailing local wage, meet all federal, state and local minimum wage and overtime requirements, and are commensurate with those of U.S. counterparts. This student will be covered by Worker's Compensation insurance, or I am exempt by state law from this requirement. The student will be an employee, not a contractor. I understand that CIEE is responsible for properly vetting employment for program participants, and agree that this job offer is not valid until vetted and approved by CIEE. I agree to abide by the CIEE terms and all local, state, and federal health, safety and employment laws. I understand that CIEE is responsible for monitoring participants' whereabouts throughout their program. I also agree to notify CIEE of student arrivals, failure of any student to arrive as expected, performance issues, significant changes to employment terms, if any student leaves before his/her scheduled end date, any emergency involving participants, or any situation that impacts the welfare of participants. The job I am offering is not listed as prohibited by CIEE.

To review prohibited job types or for more detailed information about the Work & Travel USA program, please visit www.ciee.org/hire/work/info.

Name of person completing this form:	Title:
Signature:	Date (DD/MM/YYYY):

Participant Section

Name:	Atlas ID:
Email address:	Phone:
CIEE Representative:	Country of residence:

By signing below, I indicate my understanding and agreement with the following terms:

1. This job offer is not valid until vetted and approved by CIEE. I understand that CIEE is responsible for properly vetting employment for program participants and reserves the right to deny this job offer if deemed inappropriate.
2. Any position offered to me is not a firm, irrevocable offer and may be revoked at any time before I commence employment. In the event that the employer revokes this offer, CIEE will assist me in my effort to find alternative employment, but CIEE makes no guarantee that its effort will be successful. I will be an employee-at-will, and my employment relationship may be terminated at any time by the employer.
3. I fully understand the job offered above. I have reviewed all information related to this position, as provided to me by the employer and/or CIEE Representative. The terms above are general in nature and my hours, duties, and housing are subject to change. I will report to the employer listed above within five days of arrival in the United States. I will work for a period that will not exceed the end date on my DS-2019 form.
4. I will adhere to all CIEE and CIEE Representative rules regarding employment and program participation, including the Terms and Conditions / Participant Declaration which forms part of my program application. Once I have accepted this job, I am committed to stay at this place of employment for the duration of the program. If I wish to change employers, I must receive permission from both CIEE and my CIEE Representative prior to doing so. Should I change jobs without receiving prior permission from CIEE and my CIEE Representative, or if I violate other CIEE or CIEE Representative rules, CIEE may terminate its sponsorship of me and I will be required to return home. I also understand that such termination may prevent me from receiving future U.S. visas.

Signature:	Date:
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