

Company Information			
Company name:			
Street address:		PO Box:	
City:	State:	Zip code:	
Line of business:			
<i>Address of work site where student will be working (if different from above)</i>			
Address:			
City:	State:	Zip code:	
Number of employees on site:			
Company Biography and Student Testimonials			
Please provide a company biography and a few reasons why Work & Travel participants would like to work for you. If you would like to include testimonials from previous students, please include them here, with the student's name and native country.			
Student Contact Details			
Primary on-site contact for students:			
Title:			
Email:			
Phone:		Fax:	
Website for further job information:			
Job Hiring Details			
How often are students paid? <input type="checkbox"/> Weekly <input type="checkbox"/> Every Two Weeks <input type="checkbox"/> Monthly <input type="checkbox"/> Other			
Do you have a preference or ratio for hiring male or female students? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes what is the preferred percentage of:		Males	%
		Females	%
Are you willing to hire couples? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you willing to hire groups of friends? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so how many are allowed in the group?			
Is a drug test required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do students complete an additional application form upon arrival? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your company issue certifications to the students for completing the program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
At the student's request will you evaluate the student on their practical training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Housing			
Is housing provided? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not will you assist the student in finding housing? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide details:</i>			
Is the student required to sign a separate housing contract? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Type of housing (if provided): <input type="checkbox"/> Dormitory <input type="checkbox"/> Apartment <input type="checkbox"/> Other <i>Details:</i>			
Number of students to a room:		Do you offer co-ed housing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Cost of housing per week (if provided): \$			
Are housing costs deducted from paycheck? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Utilities included?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Housing deposit required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount: \$
Instructions for deposit payment:			
Housing deposit due-date:			
Housing address:			
City:	State:	Zip code:	
Is housing deposit refundable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Conditions of deposit refund:			
How will deposit be refunded to students?			
Are students obligated to live in the housing provided upon arrival?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
During their stay can students find alternative housing to that originally provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes is there any penalty? (e.g. no return of housing deposit)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Method of transportation from housing to work site:	Distance from housing to work site:		
<input type="checkbox"/> Walking Distance			
<input type="checkbox"/> Public transportation required and available	Cost: \$	Details:	
<input type="checkbox"/> Transportation provided by employer	Cost: \$	Details:	
<input type="checkbox"/> Participants must arrange own transportation	Cost: \$	Details:	
Housing Amenities			
<input type="checkbox"/> Laundry facilities	<input type="checkbox"/> Linens	<input type="checkbox"/> Private bathroom	
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Microwave	<input type="checkbox"/> Air conditioning	
<input type="checkbox"/> TV	<input type="checkbox"/> Telephone	<input type="checkbox"/> Security guard	
<input type="checkbox"/> Computer/Internet access	<input type="checkbox"/> Kitchen utensils/pots and pans	<input type="checkbox"/> Exercise facilities	
Additional housing amenity details:			
Meals			
<input type="checkbox"/> Full meal plan	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
			Per day: \$
Is purchase of a meal plan mandatory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are meals included in the rent cost?
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Work Hours			
Minimum average number of hours per week that students can plan on working:	Hours		
Possibility of students getting more than the average hours:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Slight
Average number of hours per week reached by last year's WAT students:	Hours		
In what month(s) can students expect to receive the most hours?			
In what month(s) can students expect to receive the least hours?			
Maximum number of hours that students will be allowed to work?	Hours (if applicable)		
Hours per week during training period:	Hours		
Do students begin work as soon as they arrive?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If not when can they expect to work?
Does your company only operate on weekends before or after specific dates?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Do you pay overtime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes at what number of hours do you pay overtime? Hours
Uniforms/Grooming Standards			
Are students required to wear a uniform?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Cost of uniform: \$			
Do students need to purchase specific clothing or footwear?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Do you have company grooming requirements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Are uniform laundry services available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes cost: \$

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Work Dates			
Earliest date students can start work:	day	month	year
Latest date students can start work:	day	month	year
Earliest date students can end work:	day	month	year
Latest date students can end work:	day	month	year
Minimum time period students should be available to work:	months		
Are students required to arrive or depart on specific days of the week? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:			
Area Details			
Location of work site best described as: <input type="checkbox"/> Remote/Rural <input type="checkbox"/> Resort/Ocean/Lake <input type="checkbox"/> Suburban <input type="checkbox"/> Metropolitan/Industrial			
Details:			
Nearest major city:	Nearest major airport:	Distance:	miles
Available public transportation: <input type="checkbox"/> Intercity Bus <input type="checkbox"/> Bus (Greyhound) <input type="checkbox"/> Intercity subway <input type="checkbox"/> Train (Amtrak/commuter rail)			
Public transportation access: <input type="checkbox"/> Walking distance <input type="checkbox"/> In town/accessible <input type="checkbox"/> Requires additional transportation			
Accessible Amenities:			
Food market:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Shopping mall:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Post office:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Bank:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Movie theatre:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Restaurants:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Fitness center:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Laundry:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Internet cafe:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Public library:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town/accessible	<input type="checkbox"/> Requires transportation
Does employer permit students to find a second job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Possibility of students finding a second job in the area: <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Difficult/not possible			
Does employer assist in finding students a second job? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Transportation to worksite upon arrival in US:			
<input type="checkbox"/> Employer will arrange pick-up	Between these hours:	Details:	
<input type="checkbox"/> Public transportation	Between these hours	Cost: \$	Details:
<input type="checkbox"/> Other	Cost: \$	Details:	
Instructions for students arriving after the hours listed above:			
Accommodation:	Name, Address:	Cost per night: \$	
What is the best way to travel from airport to overnight accommodation?			
Mode of transport:		Cost: \$	
Social Security			
Most students in the Work and Travel USA program are now able to receive orientation in their home countries. This means that they will be able to travel directly to their work sites and begin their programs more quickly. However, in most cases they will need to apply for social security after arriving at the work site. Many employers assist their students in the Social Security process in some manner.			
Does your company require students to have applied for Social Security before arriving at the work site? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Does your company provide Social Security application assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide details around the type of assistance you offer (take students to Social Security office, Social Security on site at work site, provide directions and transportation information to the nearest Social Security office, etc.)			
Where is the closet Social Security office?	City/town	Distance	

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How will students be paid until their Social Security number arrives?

Additional information for students

Please use the space below to provide students with any extra details that were not addressed above: (e.g. additional company policies):

Position 1

Position 1 title:

Location of position (if different from main address):

Number of positions available:

Description of position:

Specific qualifications required:

English level required: Beginner Intermediate Advanced

Please describe working conditions: (e.g. does the job require employees to stand all day, work outdoors, etc):

Hourly wage:

Tips: Yes No

Estimated weekly wage including tips: \$

Bonus: Yes No Amount of bonus: \$

Conditions of bonus:

Is job training required? Yes No

Length of training: days

Are students paid for training? Yes No

Hourly rate of pay during training? \$

Will job duties be different at the beginning of the season? Yes No Details:

Is there a possibility for the student to change positions within the company at the student's request? Yes No

Position 2

Position 2 title:

Location of position (if different from main address):

Number of positions available:

Description of position:

Specific qualifications required:

English level required: Beginner Intermediate Advanced

Please describe working conditions: (e.g. does the job require employees to stand all day, work outdoors, etc):

Hourly wage:

Tips: Yes No

Estimated weekly wage including tips: \$

Bonus: Yes No Amount of bonus: \$

Bonus:

Is job training required? Yes No

Length of training: days

Are students paid for training? Yes No

Hourly rate of pay during training? \$

Will job duties be different at the beginning of the season? Yes No Details:

Is there a possibility for the student to change positions within the company at the student's request? Yes No

Position 3

Position 3 title:

Location of position (if different from main address):

Number of positions available:

Description of position:

Specific qualifications required:

English level required: Beginner Intermediate Advanced

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Please describe working conditions: (e.g. does the job require employees to stand all day, work outdoors, etc):			
Hourly wage:			
Tips:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Estimated weekly wage including tips: \$
Bonus:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount of bonus: \$ Conditions of bonus:
Is job training required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Length of training: days
Are students paid for training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hourly rate of pay during training? \$
Will job duties be different at the beginning of the season?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Is there a possibility for the student to change positions within the company at the student's request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Position 4			
Position 4 title:			
Location of position (if different form main address):			
Number of positions available:			
Description of position:			
Specific qualifications required:			
English level required:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Please describe working conditions: (e.g. does the job require employees to stand all day, work outdoors, etc):			
Hourly wage: \$			
Tips:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Estimated weekly wage including tips: \$
Bonus:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount of bonus: \$ Conditions of bonus:
Is job training required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Length of training: days
Are students paid for training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hourly rate of pay during training? \$
Will job duties be different at the beginning of the season?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Is there a possibility for the student to change positions within the company at the student's request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Position 5			
Position 5 title:			
Location of position (if different form main address):			
Number of positions available:			
Description of position:			
Specific qualifications required:			
English level required:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Please describe working conditions: (e.g. does the job require employees to stand all day, work outdoors, etc):			
Hourly wage: \$			
Tips:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Estimated weekly wage including tips: \$
Bonus:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount of bonus: \$ Conditions of bonus:
Is job training required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Length of training: days
Are students paid for training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hourly rate of pay during training? \$
Will job duties be different at the beginning of the season?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:
Is there a possibility for the student to change positions within the company at the student's request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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CIEE Direct Agreement

CIEE Direct is a hiring service created to satisfy the seasonal hiring needs of businesses interested in employing international students who submit their resumes to US employers on-line.

By signing this form, I agree to the following terms:

- 1) I have a clear understanding of the CIEE Direct job process. CIEE will collect detailed job information through my Employer Profile, advertise my vacant job positions on the CIEE ATLAS Direct Jobs Database and allow international students to submit their resume on-line
- 2) I agree to hire students that accept a job offer from my business
- 3) I confirm that all the information contained in my Employer Profile above is accurate and a true reflection of the offer I provide to CIEE participants
- 4) I understand that if there are any changes to my Employer Profile prior to the student arriving in the country it is my responsibility to inform CIEE
- 5) If I do not meet the terms listed in my Employer Profile, I understand that hired students may be released from their agreement
- 6) CIEE will communicate updates to me concerning any changes to the program status of students hired on my behalf
- 7) I understand that CIEE does not guarantee that I will hire applicants for all of the positions on my Employer Profile
- 8) I understand that CIEE is not responsible for the issuance of visas, and that CIEE does not guarantee that all students hired will receive visas.

I acknowledge the aims and objectives of the CIEE Work & Travel USA program as a US Department of State authorized Exchange Visitor Program allowing qualified foreign students to undertake a period of employment of no more than four months during their college/university vacation period. I confirm that the salary and other terms offered are commensurate with the participant's US counterparts. I agree to abide by all local, state, and federal health, safety and employment laws.

By providing my signature below, I give CIEE the authority to reproduce my signature electronically on CIEE Employment Offer Agreement Forms (EOAF) for students that I have agreed to hire. I understand that my signature will not be used for any other documentation.

Company Name:

Contact Name:

Date:

Signature (Please sign anywhere within this box):