

## Work and Travel Job Offer

Company Name		Job Title & Description	
Name and Title of Contact Person (Authorized to Hire Employees)		Job Start Date	Job End Date
Number & Street Address of Job Site		Are these dates flexible?	Average Hours per Week
City, State and Postal Code of Job Site		Rate per Hour / Salary	Training Period Rate
Phone	Fax	Availability of Overtime and Rate	Frequency of Pay (e.g., weekly, monthly)
Email		How long until the 1st paycheck is received?	
Website		Will paychecks be issued before the Social Security number is received?	
Employer Identification Number (EIN)	Workers' Compensation Policy #	Additional Comments	

**Note: Per 26CFR31.6011(b)-2, participants can legally work and receive pay as soon as they apply for the Social Security card.**

Dress Code		Deductions from Pay (Uniforms, etc.)	
Meals or Meal Discounts		Availability of second Jobs in the Area / Any Rules Regarding Second Jobs	
Transportation to and from Work (Please Describe / Explain)		Housing or Housing Location Assistance Provided	
Housing Cost per Month Per Person	Housing Deposit	If you provide or arrange housing, do you require all students to use it?	
Type of Accommodation and Furnishings		Is the housing shared?	How many per bedroom?

**ARRIVAL INSTRUCTIONS** (Note the appropriate airport or bus/train station, whether you will pick up the student upon arrival, best way to get from the airport, etc.)

I will accept the participant below as an employee for the dates and conditions listed above. I further understand and agree to the following: 1) the participant is only eligible to work during the dates listed on the DS-2019; 2) the participant is expected to return to classes in his/her home country at the conclusion of the program; 3) the program is not a way for the participant to immigrate or change visa status; 4) the participant will receive compensation commensurate with that offered to his/her American counterparts; 5) if there is a problem between the participant and the host company or if the host company must release the participant because of downturn in business or any other unforeseen difficulty, the sponsor will be notified immediately; 6) the host company will not replace the participant prior to arrival if the original job offer dates have not lapsed, even if other participants arrive earlier and are available to work sooner; 7) travel plans and arrangements should be worked out directly between the host company and the participant and that the sponsor does not control the participant's travel arrangements; 8) the participant must apply for the J-1 Visa at the U.S. Consulate in his/her home country and there is no guarantee the visa will be approved; 9) the Work and Travel Program is strictly regulated by the U.S. Department of State and the host company will abide by these regulations; 10) the sponsor must know where each participant is at all times and the host company will cooperate with the sponsor in all efforts to monitor this participant's program; 11) if the participant leaves the host company, the host company will notify the sponsor within three days; 12) this job offer is valid and I, the undersigned, have the authority to make hiring decisions at this company 13) someone from the sponsoring organization will be calling to verify this agreement and I should return the call promptly to expedite the process; the participant will not be issued the DS-2019 until this agreement has been confirmed directly with the host company. Three attempts will be made to verify this agreement.

<b>Company Contact's Signature</b>	<b>Date</b>
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I understand the job offer and agree to the conditions described above. I understand and agree to: 1) I will participate in all orientation and preparation programs sponsored by the host company; 2) I will comply with all government, company, sponsor, and landlord policies, regulations, and laws; 3) infractions, misconduct, or illegal acts may lead to dismissal from the program; 4) I MUST report to the host company approved by my sponsor and listed on my DS-2019 and remain with this company throughout my entire Work and Travel Program; 5) if I have problems with my host company, I must contact my sponsor for help; 6) I understand that I have been hired to fulfill my employer's business needs and there will be times when I will be expected to be flexible; 7) if I leave the host company listed on my DS-2019 without my sponsor's approval, I am subject to termination from the program; 8) if my program is terminated, I must return to my home country immediately at my own expense; 9) I am allowed to work a 2nd job if I choose, as long as it does not interfere with my schedule, duties, and obligations at my host company; 10) I am not guaranteed a 2nd job and I am responsible for finding my own 2nd job; 11) a 2nd job is difficult to find in some areas of the U.S.; 12) my host company is not obligated to change my schedule to accommodate a 2nd job; 13) if this agreement cannot be verified within 3 phone calls, the sponsor must reject the offer and I will be responsible for submitting a verifiable job offer.

<b>Participant's Printed Name</b>	<b>Participant's Signature</b>	<b>Date</b>
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