

A division of American Pool Enterprises, Inc.

Please find the United Work and Travel, a Division of American Pool Enterprises, Inc. Job Offer Form. Please complete the Job Offer Form to finalize your request for J-1 participants, being sure that it is typed, signed, fully completed, and dated-and either scan and e-mail the form to: <u>employerdocs@unitedworkandtravel.com</u> or fax it back to us at: 1(410) 581-7950. Please also include a copy of your business's proof of workers compensation coverage.

The Job Offer Form is requested to confirm your agreement to hire participants on the Summer Work/Travel Program. All participants are full-time, foreign university students visiting the United States on a J-1 visa for a period of up to 4 months. All participants have legal permission to work in the United States during their program participation.

The Job Offer Form serves as an agreement between the 'employer' and 'J-1 student'. The employer defines the job and offers it to qualified students. Students read the offer and, if they wish to accept, sign stating that they understand what to expect and that they are able and willing to perform the work in accordance with the information provided. The Job Offer Form is also a required document that the students must provide to the U.S. Consulate in their home country in order to obtain their J-1 visa.

It is important for us to have the most complete, accurate information possible in order to ensure that your expectations, and those of our students, are each met accordingly. Please be sure to add as much information and detail as possible when completing the form. Should you wish to add more information than will fit into the space provided, please attach this information on your company letterhead and include with your fax or email.

Please be advised that our staff will ensure that all program regulations set forth by the US Department of State's updated May 11<sup>th</sup>, 2012 Interim Final Rule (IFR) are followed.

If you have any questions about the Summer Work and Travel Program or about the completion of the Job Offer Form, please feel free to call us at: 1 (866) IGo2USA (446-2872). Our office hours are from 8:00 AM – 5:00 PM (Eastern Standard Time), Monday through Friday, a United Work and Travel staff member will be happy to assist you.



United Work and Travel A Division of American Pool Enterprises, Inc. 11515 Cronridge Drive Suite Q Owings Mills, MD 21117 Tel: (866)IGo2USA (446-2872) Fax: (410)581-7950 E-mail: <u>employerdocs@unitedworkandtravel.com</u>

This bo offer is for:	$\bigcirc$	Job Offer
Parter of restaurd  Performance  Performance Performa	work & travel	
Host Company name: Employer Federal Tax ID # (FEIN): Workers Company name: Exployer Federal Tax ID # (FEIN): Workers Company name: Supervisor/Manager name: City. state, zip: Workers Company name: City. state, zip: Ci	This job offer is for:	
Employer Federal Tax ID # (FEIN): Workers Compensation Policy Number: Worksite address: Worksite addre		
Worksite address:       www.         City, state, zip:       www.         Wailing address:       www.         Wailing address:       Tel number:         E-mail:       Pax number:         UVT Manager name:       Tel number:         UVT Manager name:       Tel number:         Student job title:       Number of requested positions:         Brief description of duties:       If flexible, indicate the period:         Job start date:       If flexible, indicate the period:         winswardwight       Should work at least until:         Moartival profoto:       Should work at least until:         Number of hours per week:       Overtime available?       Yes         No arrival profoto:       Should work at least until:         Minimun pay rate/hour:       Tips available?       Yes       No         Is ther at tarining period during which hours and wages may differ from those indicated above?       Yes       No         Is ther at tarining period during which hours and wages may differ from those indicated above?       Yes       No         Before marking the English level required, please keep in mind the following definitions:       •       •         • Fluent:       Extended vocabulary, ommunicates reasonation       •       •         • Goood:       Moderate v	Employer Federal Tax ID # (FEIN):	
City, state, zip: www. Mailing address: Waiking address: Waiking address: Supervision/Manager name: Fax number: E-mail: Fax number: UVT Manager name: Fax number: WUT Manager name: Fax number: WUT Manager name: Fax number: Student job title: Number of requested positions: Bref description of duties: Job start date: If flexible, indicate the period: Workshypy Job and date: If flexible, indicate the period: Workshypy Job and date: If flexible, indicate the period: Workshypy No artival pior to: Should work at least until: Minimum pay rete/hour: Tips available? Yes No Payment schedule: Number of hours per week: Overtime available? Yes No Overtime rate/hour: Is there a training period duration: Training hours per day: Pay rate while training: <b>EMPLOYER REQUIREMENTS:</b> Gender preference: None Yes: # of males # of females Pre-employment drug testing required <b>English level:</b> Before marking the English level required, please keep in mind the following definitions: • Fluent: Extended vocabulary, communicates reasonably well but sometimes doesn't understand • Fair: Easi vocabulary, communicates reasonably well but sometimes doesn't understand • Fair: Easi vocabulary, communicates reasonably well but sometimes doesn't understand • Fair: Easi vocabulary, immited speaking ability. understand when spoken to slowly and clearly <b>Speaking:</b> Fluent Good Fair Listening Comprehension: Fluent Good Fair Reading: Fluent Good Fair <b>Pericular working conditions</b> <b>Skills/Experience:</b> <b>Prerequisites:</b> <b>Uniform, provided:</b> If yes, please indicate	Workers Compensation Policy Number	er: Expiration date:
Walking address:       Walking address:         Walking address:       Fax number:         E-mail:       Fax number:         E-mail:       Fax number:         UVT Manager name:       Tel number:         Student job title:       Number of requested positions:         Brief description of duties:       If flexible, indicate the period:         Job start date:       If flexible, indicate the period:         WorkWyWM       Should work at least until:         Minimg advises:       If flexible, indicate the period:         WorkWyWM       Should work at least until:         Minimg pay rate/hour:       Tips available?       Yes         No arrival protor:       Should work at least until:         Minimg period during which hours and wages may differ from those indicated above?       Yes       No         Is there a training period during which hours and wages may differ from those indicated above?       Yes       No         If YES: Training period during which hours and wages may differ from those indicated above?       Yes       No         If YES: Training period during which hours and wages may differ from those indicated above?       Yes       No         If YES: Training period during which hours and wages may differ from those indicated above?       Yes       No         Gender preference:       None	Worksite address:	
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Superviser/Manager name:       Tel number:         E-mail:       Fax number:         UWT Manager name:       Tel number:         UWT Manager name:       Tel number:         UWT Manager name:       Tel number:         Student job title:       Number of requested positions:         Brief description of duties:       If flexible, indicate the period:         Job start date:       If flexible, indicate the period:         Woa mixal prior to:       Should work at least until:         Minimum pay rate/hour:       Tips available?       Yes         Number of hours per week:       Overtime available?       Yes       No         Number of hours per week:       Overtime available?       Yes       No         Ster at raining period during which hours and wages may differ from those indicate above?       Yes       No         If YES: Training period duration:       Training hours per day:       Pay rate while training:         EMPLOYER REQUIREMENTS:       Gender preference:       No       Yes: # of males       # of females       Pre-employment drug testing required         English level:       Before marking the English level required, please keep in mind the following definitions:       •       •         •       Fluent:       Extended vocabulary, imited speaking ability, understand when spoken to slowly and clearl	Mailing address:	
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	Uniforms, dress code, clothing items to bring:	
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## **BENEFITS**:

Meals:				End of season bonu	IS:
Housing:	Provided	Not provided	Organized	by sponsor	
If provided: Student must stay at housing provided			Student may choose alternative housing		
Housing fee:	Per month	Per week	Amount due:	Upon arrival	Prior to arrival
	Utilities include	d? Yes	No		
Security deposit amount:		Due date:		Refundable amount:	
Refund policy*:					
Distance from housing to work:			Transportation to/from work:		
People per bedroom:		Number of bathrooms:		Unfurnished	Furnished
If furnished, wha	it is provided/included:				
Housing address	s, telephone:				
ADDITIONAL	. INFORMATION:				
Days and shifts	expected to work:				
*Additional inform	mation such as company	policies, expectatio	ons, housing policy, e	etc attached? Ye	es No
TRAVEL INF	O AND ARRIVAL IN	STRUCTIONS:	,		
Can employer ar	rrange pick-up upon arriva	al? Yes	No Nearest ma	ajor airport(s):	
If YES, please d arrangements ar					

housing facility, etc:	
Address, hours and person to report to upon arrival	

Student Initials:

By signing, it is agreed that the information provided on this job offer form is accurate. The Student will receive compensation equal to that offered to his/her American counterpart. The wage offered meets or exceeds federal and state minimum wage guidelines. Furthermore, I authorize United Work and Travel to reproduce this job offer for each student offered a position with our organization.

Company Representative completing this form:

Position Title

Company Representative's Signature:

If **NO**, please describe the best way for the student to get to the worksite,

mm/dd/yyyy

Please return to: United Work and Travel A Division of American Pool Enterprises, Inc. 11515 Cronridge Drive Suite Q Owings Mills, MD 21117 Tel: (866)IGO-2USA (446-2872) Fax: (410)581-7950 E-mail: employerdocs@unitedworkandtravel.com