

Center for Cultural Interchange Work & Travel Program

Self-Arranged Job offer - Work Placement Agreement Summer 2005

(All self-placed students must complete this form, sign it and turn it in with the application, it must include the employer's signature, as well)
(PLEASE TYPE and add an additional page for descriptions of your community and arrival to business information)

1. Company Information – (please note that CCI does not accept placements with Placement Agencies)

MAILING ADDRESS (P.O. Boxes acceptable)

Name of Company:

Address:

City:

State:

ZIPCODE:

PHYSICAL ADDRESS (no P.O. Boxes!)

Name of Company:

Address:

City:

State:

ZIPCODE:

Web-site Address:

Company Activities:

Name of Business Representative:

Telephone Number:

Direct Telephone/Extension:

Email Address:

Number of Employees:

Title:

Fax Number:

2. Available Job Descriptions & Wages

Description of general duties & possible positions available to the below student:

Approximate Number of Hours per Week: _____

Number of Work Days per Week: _____

Dress Code: Uniform (please list any fees, etc.) _____

Casual (please explain) _____

What is the minimum hourly wage? \$ _____ Is overtime available? _____

If so, what is the overtime rate? _____

Will free or subsidized meals be provided by your organization? Please explain. _____

Job offer valid from: (start date): _____ Until (end date): _____ (CCI Available start dates: May 19, June 9, June 23, or July 14, 2005)

4. Housing

Is housing arranged for the student? Yes No

If so, what is the **monthly** rent? \$ _____

Is a deposit required? Yes No If so, how much? \$ _____

Deposit is required in advance upon arrival to USA

Housing Address: _____

City: _____ State: _____ Zip: _____

5. Student Information

By signing this form, I agree not to work more than 16 weeks in the United States. I understand that my hours of work, duties and responsibilities may vary during the period of my employment. This may be due to weather conditions or other events out of the control of the employer. I agree to give my employer two (2) weeks notice if I decide to leave my job and I agree to obtain written permission from both CCI and my employer before leaving. I also agree to contact CCI at <http://workprogram.cci-exchange.com> if I change my residence or place of employment. If housing is not included with this job offer, I understand that I must arrange for housing on my own, and it is not the responsibility of the employer to provide my housing. I understand that I need to allow the first two (2) weeks of my program to adjust, and be trained in my new position. I will bring enough money to survive in the United States without a steady income during those first couple weeks. I understand that employment with a Placement Agency, while working under CCI sponsorship, is forbidden.

Name of Student: (please print) _____

Student's Signature of Acceptance of the job offer: _____ Date signed: _____

6. Employer Agreement

I accept the above listed student as an employee for the dates detailed above. I certify that the wages that I pay to my international workforce are comparable to those that I pay their American counterparts. I am authorized by my company to extend job offers to international students. I also certify that I have Worker's Compensation coverage, if required by the state where the students are working.

Business Representative's Signature: _____ Date: _____

Business Rep Printed Name: _____ Title: _____



Center for Cultural Interchange

325 W. Huron, Suite 706, Chicago, IL 60610 USA; Fax: 312.944.2644; Email: summerwork@cci-exchange.com