

Work & Travel USA

Employment Offer Agreement Form Spring/Summer 2005

Job Sourced by

CIEE Partner

Student

Employer Section

The student named below has been offered a temporary position with our company and the salary and other terms are commensurate with those of his/her US counterparts. I understand that the CIEE Partner and CIEE will contact me to confirm the details below. (Employers should contact CIEE at 1-888-Council with any questions.)

Company name	Website							
Address								
City	State	Zip Code						
Telephone	Fax	Tax ID#						
Dates of employment: from <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table> to <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>			Day	Month	Year	Day	Month	Year
Day	Month	Year						
Day	Month	Year						
<i>Maximum 4 months within summer vacation - exact dates MUST be indicated.</i>								
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, how much?						
Does employer provide housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cost of housing?						
Amount of housing deposit	Type of accommodation							
Is housing shared?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is housing furnished? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Please attach any other contractual obligations or comments								
Name of company representative	Title							
Mobile	Email							
Signature	Date <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>		Day	Month	Year			
Day	Month	Year						

Work & Travel Participant Section

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

1. 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.
2. The terms above are general in nature and my hours and duties 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. If I wish to change employers, I must receive permission from both CIEE and my CIEE Partner prior to doing so.
3. I will adhere to all CIEE and CIEE Partner rules regarding employment and program participation. Should I change jobs without receiving prior permission from CIEE and my CIEE Partner, or if I violate other CIEE or CIEE Partner 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 US visas.

Name	Email			
Signature	Date <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year
Day	Month	Year		

**THE PARTICIPANT MUST SEND THE ORIGINAL SIGNED AGREEMENT TO HIS/HER CIEE PARTNER.
THE PARTICIPANT MUST ALSO SEND A COPY TO THE EMPLOYER AND KEEP A COPY FOR HIS/HER OWN RECORDS.**

For CIEE Partner use only

Reviewed by			
Date <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year
Day	Month	Year	
Company found on <input type="checkbox"/> Google <input type="checkbox"/> Superpages			
Company has website? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Spoke to person at company? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, Name			
Date <table border="1"><tr><td>Day</td><td>Month</td><td>Year</td></tr></table>	Day	Month	Year
Day	Month	Year	
Number of international students this company intends to hire			