

2007 Employment Agreement



American Work Experience • 335 Greenwich Avenue • Greenwich, CT 06830
Phone (203) 661-9352 • Fax: (203) 869-6491 • E-mail: info@aweusa.com • Web: www.aweusa.com

**Please type or print clearly. This form must be completed by the employer
and faxed to AWE at 203-869-6491 or mailed to the address above.**

I. Employer Information

Contact name _____ Title _____

Company name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____ Website _____

Please provide a brief description of your company _____

II. Employment Details

Name of AWE student _____

Job title/position _____

Description of job responsibilities _____

Approximate start date _____ Approximate end date _____

Starting wage \$ _____ per hour hour Amount in words _____ per hour

Approximate # of hours per week _____ Are overtime hours available? yes no

Do you have housing to offer to the student? yes no Type of housing _____

Cost per week (if applicable) \$ _____ Are meals provided? yes no

Specific directions from airport (or New York City) to place of employment (include names of buses, trains, cost of tickets, possible departure times, etc. Do not give driving directions.)

Additional comments _____

III. Acceptance Statement

I hereby certify that _____ (name of student) has been offered a position with

_____ (name of company). I understand that this person is on a J-1 cultural exchange program sponsored by American Work Experience. Therefore, this person can be exempt from paying U.S. taxes. The Student will at all times be our employee and not that of AWE. As such, we will pay and be solely responsible for any and all salaries due and any and all withholding and similar taxes related to the Student. As further consideration for entering into this agreement, to the fullest extent provided by law, we agree to hold AWE harmless from and against all claims, demands, liabilities, expenses, and actions (including attorneys' fees) for or on account of any injury or death to any person (including the Student), or for any property damage arising out of or in connection with the Student or any services rendered in connection with or as a result of this agreement whether or not caused by the fault or negligence of AWE. In addition, I will make every effort within reason to provide him/her with the best cultural exchange possible.

Signature of Authorized Representative _____ Date _____

Employment Agreement Information Sheet



American Work Experience (AWE) offers international students (ages 18-28) the opportunity to work legally in the United States for four (4) months during their summer holidays.

American Work Experience is designated by the U.S. Department of State as an official sponsor of a J-1 cultural exchange program. We strive to ensure that each participant on our program has the most successful, rewarding, and memorable summer ever. And, as an employer, this is where you come in!

You are receiving this "Employment Agreement Information Sheet" and "AWE Employment Agreement" because you have offered a job to at least one AWE student. As a service to our students and as required by the U.S. government, we verify all offers of employment to ensure they are genuine. The information you provide on the Employment Agreement (see reverse) is then given to the student, so they are completely aware of the details of their employment with you. Once they confirm that they officially accept your job offer, we then begin to process their paperwork necessary for their J-1 visa.

Below is information regarding your responsibility to the AWE student(s) you employ this summer:

- 1) AWE provides the student with the paperwork necessary for his/her J-1 visa. The student then must apply for the J-1 visa at the U.S. Embassy in their home country who makes the decision whether or not to grant them the visa. The J-1 visa is valid for 4 months and cannot be extended.
- 2) Students are eligible to apply for and receive a Social Security number. Please assist the student in obtaining a Social Security number when necessary.
- 3) Students are responsible for the cost of transportation from their U.S. arrival airport to your place of employment.
- 4) The employer should contact AWE (preferably by e-mail: info@aweusa.com), if the student doesn't arrive at all, is fired or leaves, so we can update our records.
- 5) The employer is responsible for contacting the student before he/she departs for the U.S. by e-mail, phone, or letter to inform them of any items they need to bring with them, such as black pants, sneakers, etc. It is also a good idea to let them know what the weather/temperature in your area is like during the summer, so they can pack accordingly.
- 6) Please encourage the student to inform AWE of the address where they are living within 10 days of arriving in the U.S. Students can go to the AWE website (www.aweusa.com) and fill out the "Register my arrival and U.S. address for SEVIS" webform. All AWE students must notify AWE (by webform, phone, e-mail, fax) of their U.S. address as required by the U.S. Department of State.
- 7) When a student has completed his/her work with you, it is your responsibility to provide a W-4 form so they can file a request with the U.S. Internal Revenue Service to get a refund of the taxes paid, if any were deducted from their paychecks. If the W-4 forms are not available at that time, you must take note of their home address and it send it to them in their home country. Employers **MUST NOT** deduct Medicare and Social Security taxes from the student's paychecks. If necessary, only state and federal taxes may be deducted.

PLEASE COMPLETE THE ATTACHED "AWE EMPLOYMENT AGREEMENT", GIVING AS MUCH INFORMATION AS POSSIBLE. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE AWE U.S. OFFICE BY E-MAIL ([INFO@AWEUSA.COM](mailto:info@aweusa.com)) OR BY PHONE (203-661-9352).

PLEASE SIGN THE BOTTOM OF THE FORM, THEN FAX IT TO THE AWE U.S. OFFICE AT: 203-869-6491 OR MAIL IT TO: AMERICAN WORK EXPERIENCE, 335 GREENWICH AVENUE, GREENWICH, CT 06830.

REMINDER: All AWE Employment Agreement forms must be completed by the employer. If any information changes, please inform AWE immediately, so we can update our database and inform the student(s) if necessary.