CCUSA
WORK EXPERIENCE USA

Temporary Offer of Employment: (to be completed by employer)

This is a job offer for (enter name of student): _____

Country (enter country applicant is from): _____

Company name:_____ Tax ID# (EIN):_____

Company address: _____

_____

Supervisor/Manager:_____ Nearest Major Airport:_____

Telephone: (_____) _____ Fax: (_____) Email: _____

Dates of employment: First day of work: _____ Last day of work: _____

Are these start and end dates flexible: ❏ Yes ❏ No

Position title: _____
(cannot be domestic helper in US household or door to door sales with personal money invested)

Brief job description: _____

Starting wage: _____ Guaranteed hours per week:_____ Overtime? ❏ Yes ❏ No

Is this wage the same paid to Americans in an equivalent position? ❏ Yes ❏ No

Frequency of pay: ❏ Every two weeks ❏ Every week ❏ Other If other specify: _____

Will you hire and pay wages without a Social Security card/number? ❏ Yes ❏ No
Note: it is legal to hire and pay workers who do not have a Social Security number but have proof of application for the card. See 26CFR31.6011(b)-2 of the Internal Revenue laws. The DS2019 and I-94 form prove work authorization.

Is employee housing available? ❏ Yes ❏ No Cost of Housing (if applicable): _____

Type: ❏ Apartment ❏ Dorm ❏ Other If other specify:_____ Deposit amount: _____

Additional Comments: _____

_____

_____

Note to Employer: By completing this form, you agree to hire the above international student on a temporary "at-will" basis. The above student is participating on a J1 work/travel program sponsored by Camp Counselors USA/Work Experience USA. She/he may not work as a domestic employer in a U.S. household or in a door-to-door sales position requiring investment of his/her own money. She/he must also receive the same wages as an American in the same position. All information provided must be complete and accurate. Providing false information is a violation of the United States State Department regulations. If housing is not available, the participant understands he/she must find his/her own accommodation. This participant is legally allowed to work for the period stated on Form DS2019.

_____ _____ _____
Employer Name   Employer Signature   Date

Participant Agreement to terms of Employment:
I have forwarded a letter of acceptance to the above employer. I understand the conditions of my employment may change based on the needs of my employer and any other unavoidable circumstances such as weather.

_____   _____
Participant Name   WEUSA ID #

_____   _____
Signature   Date

Return this form to your WEUSA Country Director once you have signed it. If you apply for multiple jobs forward a letter of acceptance to only one employer. Letters of rejection must be sent to all other employers who have offered you employment.

Important Information to Cover with your Independent Employer

Because of increased security concerns in the United States, the amount of time it takes to have a Social Security card issued has increased and in some instances can take more than 30 days. (Please refer to your CCUSA Work Experience Staff Handbook for full details.)

Many employers will not hire international workers who do not have a Social Security card or number at the time of hiring even though it is legal to do so. You should discuss this issue with your employer BEFORE signing a job offer. You can quote the following statements/laws as proof of the legality of allowing you to work while you wait for your Social Security to be issued.

1) On the Social Security Administration's web site (http://www.ssa.gov/pubs/10107.html), it says

> **Do I need to have my number before I start working?**
> We do not require you to have a Social Security number before you start to work, but the Internal Revenue Service requires employers to report wages using the Social Security number. While you wait for your Social Security number, your employer can use a letter from us stating that you applied for a number.

2) From 26CFR31.6011(b)-2 of the Internal Revenue laws, it says:

Duties of employee with respect to his account number--(1) Information to be furnished to employer. An employee shall, on the day on which he enters the employ of any employer for wages, comply with the provisions of paragraph (b)(1)(i), (ii), (iii), or (iv) of this section,

> (iii) Employee who has receipt acknowledging application. If the employee does not have an account number card but has available a receipt issued to him by an office of the Social Security Administration acknowledging that an application for an account number has been received, the employee shall show such receipt to the employer.

For provisions relating to the duties of an employer when furnished the information required by paragraph (b)(1) (i), (ii), (iii), or (iv) of this section, see paragraph (c) of this section.
> ((iii) Employee who has receipt for application. If the employee shows the employer, as provided in paragraph (b)(1)(iii) of this section, a receipt issued to him by an office of the Social Security Administration acknowledging that an application for an account number has been received from the employee, the employer shall enter in his records with respect to such employee the name and address of the employee exactly as shown on the receipt, the expiration date of the receipt, and the address of the issuing office. The receipt shall be retained by the employee.

This allows the employer to pay you legally while you wait for the Social Security number. You will have to show your employer all the documentation proving you are legal to work in the US. These documents are: your valid passport, including the J-1 visa stamp; the original of your DS2019 showing the dates you are eligible to work; your validated I-94 card; and the receipt letter given to you when you applied for the Social Security card.

There are many employers who will still not want to hire you without your Social Security card, even after you provide the above information. In these cases, our recommendation is that you look for another employer. Such an employer may agree to hire you and let you work without paying your wages until you receive the Social Security card. If you choose to accept these conditions, then you must come prepared with sufficient funds to support yourself while you wait for the Social Security card to be processed. **THIS COULD BE IN EXCESS OF 30 DAYS!** Please note, there is nothing that CCUSA Work Experience can do to assist you during this waiting time so be very sure you want to accept such a job offer.

You can also have your prospective employer call our U.S. office at 1 888 449 3872 if they have questions about our program or these laws and rulings.