



alliance abroad group

alliance abroad group, L.P.

J-1 Work/Travel program - Offer of Employment - self-arranged

Participant Information

AAG ID:

Student Name:

Birth date (mm/dd/yyyy): ____/____/____

Citizenship:

English level: Native Speaker Excellent (Advanced) Good (conversational) Fair (intermediate)

Arrival date to the USA: ____/____/____ Departure date from the USA: ____/____/____

Note: arrival and departure dates must be within vacation dates on proof of student status signed by school.

Overseas Agency:

Host Company Information

Host company name:

Primary contact person:

Title:

Department:

Phone:

Fax:

E-mail:

Corporate office address:

Web site:

Job Offer

Job title:

Job description:

Supervisor:

Department:

Guaranteed salary/wage per hour before deductions:

Specific skills needed:

English level: Good (conversational) Fair (intermediate)

Experience: None 1 year +

Earliest start date: ____/____/____ Latest start date: ____/____/____

Earliest end date: ____/____/____ Latest end date: ____/____/____

Address of work site (if different from headquarters. If there are multiple work sites, please attach the address for each location.):

Payment schedule : weekly every 2 weeks monthly bi-monthly

Hours/week:

Are there any reasons work hours could be restricted? (e.g. inclement weather, business closure, seasonal hours, etc.)

Will Student(s) be paid during this period? yes no

Transportation

Transportation to and from work:

Methods of transportation: (metro, bus, subway, train, etc.)

Nearest metro/bus/subway/train station:

Estimated cost:

Distance between work site and housing:



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Housing

- Host company provided Host company temporary Host company assisted
- AAG assisted Participant to arrange

Description: (type of housing and features – e.g. dormitory, share apartment, shared room, single room, shared bathroom, etc..)

Address:

Phone:

Cost per week:

Is cost deducted from payroll? yes no

What is included/not included:

Is there a housing deposit: yes no

Cost:

Signatures

By signing below, I CONFIRM THAT I MEET ALL THE NECESSARY REQUIREMENTS AND PREREQUISITES AS OUTLINED, AND THAT I AM AVAILABLE FOR THE ENTIRE EMPLOYMENT PERIOD AS EXPRESSED WITHIN THE OFFER. I understand and accept all working and housing conditions as outlined. I also acknowledge that I accept all of the terms and conditions listed on my original application. Once program attendance has begun, no refunds will be granted, regardless of the length of time remaining for the scheduled program(s). I FULLY REALIZE THAT I MAY NOT CHANGE HOST COMPANIES OR TERMINATE A HOUSING AGREEMENT WITHOUT WRITTEN AUTHORIZATION FROM ALLIANCE ABROAD GROUP L.P. Leaving a host company without authorization is a violation of the program and will not be tolerated. I understand that I must contact and discuss any problem I may encounter at my job site or with my housing with my Alliance Abroad Group, L.P. Representative. Alliance Abroad Group, L.P. does not have the authority to grant visas.

Participant Name (please print):

Participant Signature: _____ **Date** (mm/dd/yyyy): ____/____/____

Overseas Agency name (please print):

Overseas Agency signature: _____ **Date** (mm/dd/yyyy): ____/____/____

Host company contact name (please print):

Host company signature: _____ **Date** (mm/dd/yyyy): ____/____/____

The State Department J-1 Work Travel Program is an Exchange Visitor Program designed to achieve the educational objectives of international and cultural exchange by involving young adults in the daily life of the host country through temporary employment opportunities and to return home to share their experiences, and to encourage Americans to participate in the educational and cultural programs in other countries.

Workers will receive the federal minimum wage set by the Fair Labor Standards Act (FLSA). Federal Minimum Wage is \$5.15/hour. Employers of "tipped employees" must pay a cash wage of at least \$2.13/hr if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13/hr do not equal the minimum hourly wage, the employer must make up the difference. Any international workers employed will be paid the equivalent of their American counterparts. Participants may not be employed as domestic employees in U.S. households or in positions that require them to invest their own money to provide themselves with inventory for the purpose of door-to-door sales.

Please print and fax this job offer to (413) 460.3502

sales@allianceabroad.com

1.866.6ABROAD