Center for Cultural Interchange

Work & Travel Program 2008: Self Arranged Job Offer



- \Rightarrow All students finding their own job must complete this job offer, including required signatures.
- \Rightarrow If prior to program start date, this form should be sent to the participant or overseas sending partner!

All jobs will be verified by CCI staff <u>prior</u> to their acceptance!	
1. COMPANY INFORMATION: CCI does not accept placements with or through Placement Agencies!	
Name of Company:	Website:
	Email:
Mailing Address:	Physical Address (no PO Boxes!)
City:	City:
State: ZIP:	State: ZIP:
Name of Business Representative:	Name of Supervisor:
Title:	Title:
Telephone Number: ()	Company Activities:
Mobile Number: ()	
Fax Number: ()	Number of Employees:
2. AVAILABLE JOB DESCRIPTIONS & WAGES	
	111:6 (2)
Description of General Job Duties:	Uniform/Dress Code (describe):
	Cost: \$
Number of hours per week:	Are you willing to assist the student with the Social
Number of days per week:	Security application process? "Yes "No
Hourly Wage: Pay Frequency:	
Overtime Availability:	Is there a Social Security office in your city?
Overtime Wage:	□Yes □No
Job Offer is Valid	Is the Job Offer valid if the student arrives
FROM: TO:	approximately 3 days late? "Yes "No
3. HOUSING: Is housing arranged for the student? — Yes — No	
If Yes:	Physical Address:
By whom? NAME:	City:
PHONE NUMBER: ()	State: ZIP:
Is a deposit required? "Yes: \$ "No	Other Details:
When? - in advance - upon arrival	
4. STUDENT AGREEMENT	
By signing this form, I agree to all of CCI's Conditions of Participation, as outlined in my program application. 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 must contact CCI prior to leaving my employment for <u>any</u> reason. CCI must approve any	
changes in employment. Failure to secure CCI's permission to leave an employer may result in visa sponsorship termination. If my visa	
sponsorship is terminated, I must return home immediately. 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 the first few weeks of my program. I understand that employment with a Placement Agency, while working under CCI	
sponsorship, if forbidden.	with a reaction Agency, white working under ecr
FIRST NAME (Please print):	LAST NAME:
FIRST NAME (Please print):Student's Signature of Acceptance:	Date:
5. EMPLOYER AGREEMENT	
I accept the above listed student as an employee for the dates detailed above. I ce	rtify that the wages that I pay to my international workforce are
comparable to those that I pay their American counterparts. I am authorized by m	y 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. Students are only authorized to work	
during their pre-determined DS 2019 dates.	
Business Representative Name (print):	Date:
Business Representative's Signature:	Date: Date:
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2008 Self-arranged job offer Updated June 2007

★ Center for Cultural Interchange ★746 North LaSalle Drive, Chicago, IL 60610 USA ★ Tel: 866-684-WORK ★ Fax: 312.944.2644 ★
 W: www.ccisevis.com
 E: employer@cci-exchange.com