

Summer Work/Travel Job Offer

Sponsor: **CENET Cultural Exchange I**

Company Name _____ Name and Title of contact person authorized to hire employees _____ Name of Student to be hired _____

Number & Street _____ City _____ State _____ Postal Code _____

Phone(s) _____ Fax _____ Email Address _____ Web site _____

Job Title & Description _____

Qualifications, Requirements, English Level _____

Job Start Date _____ Job End Date _____ Are these dates flexible? _____ Approximate Hours per Week _____

Rate per Hour / Salary _____ Training period rate _____ Is Overtime Available? What rate? _____ Frequency of Pay (weekly / biweekly) _____

Note: Per 26CFR31.6011(b)-2, workers can legally work and receive pay as soon as they apply for the Social Security card.

How long until the 1st paycheck is received? _____ Will paychecks be issued before the Social Security number is received? _____

Dress Code? _____ Deductions from pay (uniforms, etc.) _____

Are 2nd jobs available in your area and will the student be allowed to work a 2nd job? _____ Is internet access available? _____

Transportation to and from work (please describe / explain): _____ Are any meals or meal discounts provided? _____

Is housing provided or assistance in locating housing? _____ Housing Cost per Month? _____ Housing Deposit? _____

Is housing shared? How many per bedroom? _____ Type of Accommodation and furnishings _____ Note: The DS-2019 form cannot be issued without housing arrangements.

Arrival Instructions, Comments, Other _____

I will accept the student below as an employee for the dates and conditions listed above. I further understand and agree to the following: 1) the student is only eligible to work during the dates listed on the DS-2019; 2) the student is expected to return to classes in his/her home country at the conclusion of the Program; 3) the Program is not a way for the student to immigrate or change visa status; 4) the student will receive compensation commensurate with that offered to his/her American counterparts; 5) if there is a problem between the student and the host company or if the host company must release the student because of downturn in business or any other unforeseen difficulty, the Sponsor will be notified immediately; 6) the host company will not rehire the student prior to arrival if the original job offer dates have not lapsed, even if other students arrive earlier and are available to work sooner; 7) travel plans and arrangements should be worked out directly between the host company and the student and that the Sponsor does not control the student's travel arrangements; 8) the student must apply for the J-1 visa at the U.S. Consulate in his/her home country and there is no guarantee the visa will be approved; 9) the Summer Work/Travel Program is strictly regulated by the U.S. Department of State and the host company will abide by these regulations; 10) Sponsors must know where each participant is at all times and the host company will cooperate with the Sponsor in all efforts to monitor the student's program; 11) if the student leaves the host company, the host company will notify the Sponsor within three days; 12) this job offer is valid only if the undersigned, have the authority to make hiring decisions at this company; 13) the student must be paid directly by the host company and the use of staffing agencies is prohibited; 14) even if a placement agency was used to arrange this job, the Sponsor must verify the job directly with the host company; 15) **someone from the Sponsoring Organization will be calling to verify this agreement and I should return the call promptly to expedite the process; The student will not be issued the DS-2019 until this agreement has been confirmed directly with the host company. Three attempts will be made to verify this agreement. (read enlarged text)**

Company Contact's Legal Signature _____ Date _____

I understand the job offer and agree to the conditions described above. I understand and agree to the following: 1) I will participate in all orientation and preparation programs sponsored by the host company; 2) I will comply with all government, company, and sponsor policies, regulations, and laws; 3) infractions, misconduct, or illegal acts may lead to dismissal from the Program; 4) **I MUST report to the host company approved by my Sponsor listed on my DS-2019 and I am obligated to remain with this host company throughout my entire Work/Travel program;** 5) if I have a problem with my host company, I understand that I should contact my Sponsor for assistance; 6) if I leave the host company listed on my DS-2019 without my Sponsor's approval, I am subject to termination from the program; 7) if my program is terminated, I will have to return to my home country immediately at my own expense; 8) I am allowed to work a 2nd job if I choose, as long as it does not interfere with my schedule, duties, and obligations at my host company; 9) I am not guaranteed a 2nd job and I am responsible for finding my own 2nd job; 10) some areas of the U.S. are remote and do not have opportunities for 2nd jobs; 11) my host company is not obligated to change my schedule to accommodate a 2nd job; 12) some expenses may not be accounted for in the Budget Sheet calculations but I am still responsible for all of my own expenses; 13) **if this agreement cannot be verified with phone calls, the Sponsor must reject the offer and I will be responsible for submitting a verifiable job offer. (read enlarged text)**

Students Printed Name _____ Student's Legal Signature _____ Date _____