



# IntoEdVentures

Making a difference with Education

**IntoEdVentures**

119 Cooper Street - Babylon, NY 11702

Phone: 1-888-INTO USA

Fax: 1-631-893-4547

## Summer Work & Travel Program Job Offer Agreement Form

### EMPLOYER SECTION

COMPANY NAME \_\_\_\_\_ Business Type \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_  
Street Address City Country Zip Code

Address of work site (if different from above) \_\_\_\_\_  
Street Address City Country Zip Code

Primary Contact: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Emergency No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Website Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Telephone No. \_\_\_\_\_

#### Dates of Employment

Start Date: Earliest \_\_\_\_\_ Latest \_\_\_\_\_

End Date: Earliest \_\_\_\_\_ Latest \_\_\_\_\_

\*\* Maximum of 4 months. The student will work within the limits of the official vacation dates.

Job Title \_\_\_\_\_ Job description \_\_\_\_\_

Wage per Hour \_\_\_\_\_ Average Hours per Week \_\_\_\_\_ Overtime available:  Yes  No

Payment Schedule:  Weekly  Every two weeks  Monthly  Other \_\_\_\_\_

Is an End of Season Bonus Available?  Yes  No If yes, how much? \_\_\_\_\_

#### Housing

Is Housing Available?  Yes  No  Will assist in finding - We recommend \_\_\_\_\_

Address of Housing \_\_\_\_\_ Number of Students per Room \_\_\_\_\_

Type of accommodation:  Private House  Dorm style  Hotel/Motel  Apartment  Bunk House

Cost of Housing \_\_\_\_\_ Cost is Payroll Deducted  Yes  No Housing Deposit Amount \_\_\_\_\_

Lease is Required  Yes  No Length of Lease: \_\_\_\_\_

Distance between Work and Housing \_\_\_\_\_ Transportation Method \_\_\_\_\_ Estimated Cost/Month \_\_\_\_\_

Are meals provided?  Yes  No Cost of Meals/Day \_\_\_\_\_

Dress Code: \_\_\_\_\_ Other contractual obligations: \_\_\_\_\_

Arrival airport \_\_\_\_\_ Pick-up Provided  Yes  No Between \_\_\_ AM \_\_\_ PM

Name of Summer Work / Travel Applicant (print) \_\_\_\_\_

Name of Employer (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**IntoEdVentures**

Making a difference with Education

**IntoEdVentures**

119 Cooper Street - Babylon, NY 11702

Phone: 1-888-INTO USA

Fax: 1-631-893-4547

---

## Summer Work & Travel Program

### Job Offer Agreement Form

---

#### APPLICANT SECTION

1. In accepting the position offered, I agree to work no more than four months in total, but within the dates of my official vacation from studies.
2. I understand that I must carefully read and agree with the entire job offer agreement, including, but not limited to details about job, housing, deposit and other contractual obligations. The terms are general in nature, and hours and final positions may be subject to change.
3. I understand that I must report to the employer listed above within five days of arrival in the United States.
4. Permission to change jobs will be granted only if the employer has violated the terms of my job offer. If I leave without permission (in writing) from IntoEdVentures, my program may be terminated and I will be required to return home. I also understand that such termination may create legal difficulties that will affect my future travel, study or work in the United States at any time in the future.
5. I understand that it may take up to 7 business days before I begin working and that my location, position, duties and responsibilities may vary during the period of my employment, due to weather conditions and other events out of the employer's control.
6. If I accept a job offer from IntoEdVentures, I understand that the job offer could change prior to my program start date. Should my position or conditions of employment be changed, IntoEdVentures will assist me in finding alternative employment, but IntoEdVentures makes no guarantee that it can find a similar job in a similar location.
7. I agree to respect all IntoEdVentures and Department of State Program rules, in regards with employment and program participation, including the agreement which was part of my application.

Summer Work / Travel Applicant (print name) \_\_\_\_\_

Summer Work / Travel Applicant (signature) \_\_\_\_\_ Date \_\_\_\_\_

IntoEdVentures International Representative (company name ) \_\_\_\_\_

Responsible Recruiter (print name) \_\_\_\_\_

Responsible Recruiter (signature) \_\_\_\_\_ Date \_\_\_\_\_