



# The WISE Foundation Work and Travel Program Job Offer - 2009

Print Form

This form is provided as an important part of the application process to confirm the agreement between the participant and the work site.

FOR OFFICE USE ONLY

Overseas Partner:

Country:

Participant's Printed Name:

## Company Information

Company Name:

Tax ID# (EIN):

Street Address (No P.O. Boxes):

City:  State  Zip Code:

Supervisor/Manager  Title:

Phone Number:  Fax Number:

Email Address:

Type of Business:

## Job Description

Job Title:

Dates of Employment: From  To

Earliest Start Date:  Latest Start Date:  Earliest End Date:  Latest End Date:

Description of Position / Expected Job Duties:

Required Skills for the Position:

English Level Required:  Beginner  Intermediate  Advanced

Hourly Wage:  Tips:  Yes  No Average hours per week:  Overtime:  Yes  No

First paycheck is received after how many weeks on the schedule:  Frequency of Paycheck thereafter:

Please explain how participant will receive final paycheck (i.e. while in the US, mailed to home country, etc.)

Is there a possibility for the participant to change positions within the company at the participant's request:  Yes  No

Is a drug screen required:  Yes  No Is job training required:  Yes  No Is training paid:  Yes  No

Does your company maintain the required workers compensation insurance:  Yes  No

## Uniform/Grooming Standards

Are uniforms/costumes required:  Yes  No

Cost of uniform/costume:

Do participants need to purchase or bring specific clothing or footwear:  Yes  No

Details:

Does employer have grooming requirements:  Yes  No

Details:

## Housing Information

Does your company provide housing:  Yes  No If no, please continue to next section

Is housing on site:  Yes  No

Is the participant required to sign a housing agreement:  Yes  No

Type of housing:  Dormitory  Apartment  Motel/Hotel  Other Details:

Cost of Housing per week:  Does weekly cost include utilities:  Yes  No If no, est. weekly cost for utilities:

Are housing cost deducted from the paycheck:  Yes  No

Is a housing deposit required:  Yes  No

Deposit Amount:

When is the deposit due:

Is the deposit refundable:  Yes  No

Who is responsible for the refund:

When is the deposit refunded:

For what reasons will the deposit not be refunded:

Is any part of the rent required to be paid prior to arrival:  Yes  No If yes, how much:

When is the rent that is paid prior to arrival due:

Will the housing deposit and any pre-paid rent be refunded if the participant withdraws from the program prior to arrival or if he/she is denied at the US Consulate?  Yes  No

Street Address of housing (No P.O. Boxes):

City:

State:

Zip Code:

How many participants per bedroom:

How many participants per bathroom:

Do you offer co-ed housing:  Yes  No Will participants be required to share a bed with another participant:  Yes  No

Are there cooking facilities at housing:  Yes  No Is internet access available at housing:  Yes  No

Does housing have the following amenities? Please check all that apply:

- TV  Phone  Air Conditioning  Sheets  Pillows/Pillowcases  Blankets  Towels  Refrigerator  
 Computer/Internet Access  Dishwasher  Kitchen utensils/pots & pans  Exercise facilities  Laundry facilities  
 Microwave  Table/Chair  Couch  Single Beds  Double Beds  Bunk Beds  Air Mattresses

Additional housing amenities:

(The above amenities have been listed to the best of the employers knowledge at the time of this agreement and are subject to change at any time and without notice.)

Are participants obligated to live in housing provided upon arrival:  Yes  No

During their stay can participants find alternative housing to what was originally provided:  Yes  No

If yes, please explain details:

### Meal Information

Do participants receive any meal benefits? (check all that apply)

- Full Meal Plan Cost per day:   Breakfast Cost per day:   
 Lunch Cost per day:   Dinner Cost per day:

Is the purchase of a meal plan mandatory:  Yes  No Are meals included in the cost of rent:  Yes  No

Please describe any other meal benefits:

### Transportation Information

Nearest Airport:  Nearest Bus Station:

Is transportation from the airport/bus station to employer provided :  Yes  No

Details:

Method of transportation from housing to work site:  Walking distance  Public transportation required and available Cost and Details:

Transportation provided by employer: Cost and Details:

Participants must arrange own transportation

Distance from housing to work site:  Is housing within walking distance to a grocery store :  Yes  No

Is housing within walking distance to shopping facilities:  Yes  No

### Social Security Information

Where is the closest social security office:  Is Social Security application assistance provided:  Yes  No

If yes, please provide details on the type of assistance (transportation to SS office, SS on work site, etc.)

**Note to employer:**

Should any aspect of the site information change, you should inform WISE accordingly. You should provide participants with any documents you feel are necessary prior to their arrival. Regulations governing the Summer Work Travel exchange program requires that sponsors shall advise program participants regarding Federal Minimum Wage requirements and shall ensure that the participants receive pay and benefits commensurate with those offered their American counterparts [22 CFR 62.32 (e)].By completing and signing this form you are agreeing to hire the above international student on a temporary basis for the duration of time indicated above. The above-named student is participating in the WISE Foundation Summer Work and Travel Program. All information provided must be complete and accurate, providing false information is a violation of the Department of State Exchange Visitor Program regulations.By completing and signing this form, you certify that you are in compliance with the Fair Labor Standards Act and that the pay and benefits are commensurate with those offered American counterparts.

Employer's Printed Name:  \_\_\_\_\_ Employer's Signature

**Participant agreement to terms of employment:** I accept to the above job offer and the terms of employment. I understand that the conditions of my employment may change based on the needs of my employer and any other unavoidable circumstances. If housing is indicated that it is available, it is my responsibility to confirm with my local representative or WISE to ensure that all necessary steps have been taken to secure a room at housing. Signing this document does not secure or reserve housing for me.

Participant's Printed Name:  \_\_\_\_\_ Participants's Signature