

# 2010 Employment Agreement



American Work Experience • 335 Greenwich Avenue • Greenwich, CT 06830  
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**Please type or print clearly. This form must be completed by the employer  
and faxed to AWE at 203-869-6491 or mailed to the address above.**

## I. Employer Information

Contact name \_\_\_\_\_ Title \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Please provide a brief description of your company \_\_\_\_\_

\_\_\_\_\_

## II. Employment Details

Name of AWE student \_\_\_\_\_

Job title/position \_\_\_\_\_

Description of job responsibilities \_\_\_\_\_

\_\_\_\_\_

Approximate start date \_\_\_\_\_ Approximate end date \_\_\_\_\_

Starting wage \$ \_\_\_\_\_ per hour hour Amount in words \_\_\_\_\_ per hour

Approximate # of hours per week \_\_\_\_\_ Are overtime hours available?  yes  no

Do you have housing to offer to the student?  yes  no Type of housing \_\_\_\_\_

Cost per week (if applicable) \$ \_\_\_\_\_ Are meals provided?  yes  no

Specific directions from airport (or New York City) to place of employment (include names of buses, trains, cost of tickets, possible departure times, etc. Do not give driving directions.)

\_\_\_\_\_

Additional comments \_\_\_\_\_

## III. Acceptance Statement

I hereby certify that \_\_\_\_\_ (name of student) has been offered a position with

\_\_\_\_\_ (name of company). I understand that this person is on a J-1 cultural exchange program sponsored by American Work Experience. Therefore, this person can be exempt from paying U.S. taxes. The Student will at all times be our employee and not that of AWE. As such, we will pay and be solely responsible for any and all salaries due and any and all withholding and similar taxes related to the Student. As further consideration for entering into this agreement, to the fullest extent provided by law, we agree to hold AWE harmless from and against all claims, demands, liabilities, expenses, and actions (including attorneys' fees) for or on account of any injury or death to any person (including the Student), or for any property damage arising out of or in connection with the Student or any services rendered in connection with or as a result of this agreement whether or not caused by the fault or negligence of AWE. In addition, I will make every effort within reason to provide him/her with the best cultural exchange possible.

Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_