Work Experience USA			
Independent Program Job Offer			
Temporary Offer of Employmen			
(to be completed by emplo			

(to be completed by employer)

CC USA "			(to be completed by employer)	
This is a job offer for (enter name of	student):			
Country (enter country applicant is f				
Company name:		Tax IDh# (EIN):		
Company address:				
Supervisor/Manager:		Nearest Major Airport:		
Telephone:	Fax:	Email:		
Dates of employment: First day of w	lay of work: Last day of work:			
Are these start and end dates flexible	e: 🗆 Yes 🗖 No			
Position title:				
(cannot be domestic h Brief job description:	•	loor sales with personal money invested)		
Starting wage:			Overtime? 🗔 Yes 🗔 No	
Is this wage the same paid to Americ	cans in an equivalent positio	on? 🔲 Yes 🔲 No		
Frequency of pay: Every two we	eks 🔲 Every week 🔲 O	ther If other specify:		
Will you hire and pay wages without				
Note : it is legal to hire and pay workers who o of the Internal Revenue laws. The DS2019 and			ard. See 26CFR31.6011(b)-2	
ls employee housing available? 🛛 🗌	Yes No Cost of	Housing (if applicable):		
Type: 🗌 Apartment 🗌 Dorm 🦳 Other If other specify: Deposit amount			sit amount:	
Additional Comments:				
Note to Employer : By completing this for participating on a J1 work/travel program spor in a U.S. household or in a door-to-door sales American in the same position. All information States State Department regulations. If housi ticipant is legally allowed to work for the peri	onsored by Camp Counselors USA/ position requiring investment of h on provided must be complete and ing is not available, the participant	/Work Experience USA. She/he may not wo his/her own money. She/he must also recein a accurate. Providing false information is a	ork as a domestic employer ive the same wages as an violation of the United	
 Employer Name	Employer	Signature	Date	
Participant Agreement to Te I have forwarded a letter of accep may change based on the needs o	tance to the above employe			
Participant Name	CCUSA ID #	Signature	Date	
Return this form to your CCUSA C letter of acceptance to only one e offered you employment.				
2330 Marinship Way, Suite 250 • Sa	usalito, CA 94965 • Tel:	(888) 449-3872 • Fax: (415) 339-	2722 • WWW.CCUSA.COM	



Important Information to Cover with your Independent Employer

Because of increased security concerns in the United States, the amount of time it takes to have a Social Security card issued has increased and in some instances can take more than 30 days. (Please refer to your CCUSA Work Experience Staff Handbook for full details.)

Many employers will not hire international workers who do not have a Social Security card or number at the time of hiring even though it is legal to do so. You should discuss this issue with your employer BEFORE signing a job offer. You can quote the following statements/laws as proof of the legality of allowing you to work while you wait for your Social Security to be issued.

1) On the Social Security Administration's web site (http://www.ssa.gov/pubs/10107.html), it says

Do I need to have my number before I start working?

We do not require you to have a Social Security number before you start to work, but the Internal Revenue Service requires employers to report wages using the Social Security number. While you wait for your Social Security number, your employer can use a letter from us stating that you applied for a number.

2) From 26CFR31.6011(b)-2 of the Internal Revenue laws, it says:

Duties of employee with respect to his account number--(1) Information to be furnished to employer. An employee shall, on the day on which he enters the employ of any employer for wages, comply with the provisions of paragraph (b)(1)(i), (ii), (iii), or (iv) of this section, (iii) Employee who has receipt acknowledging application. If the employee does not have an account number card but has available a receipt issued to him by an office of the Social Security Administration acknowledging that an application for an account number has been received, the employee shall show such receipt to the employer.

For provisions relating to the duties of an employer when furnished the information required by paragraph (b)(1) (i), (ii), (iii), or (iv) of this section, see paragraph (c) of this section. ((iii) Employee who has receipt for application. If the employee shows the employer, as provided in paragraph (b)(1)(iii) of this section, a receipt issued to him by an office of the Social Security Administration acknowledging that an application for an account number has been received from the employee, the employer shall enter in his records with respect to such employee the name and address of the employee exactly as shown on the receipt, the expiration date of the receipt, and the address of the issuing office. The receipt shall be retained by the employee.

This allows the employer to pay you legally while you wait for the Social Security number. You will have to show your employer all the documentation proving you are legal to work in the US. These documents are: your valid passport, including the J-1 visa stamp; the original of your DS2019 showing the dates you are eligible to work; your validated I-94 card; and the receipt letter given to you when you applied for the Social Security card.

There are many employers who will still not want to hire you without your Social Security card, even after you provide the above information. In these cases, our recommendation is that you look for another employer. Such an employer may agree to hire you and let you work without paying your wages until you receive the Social Security card. If you choose to accept these conditions, then you must come prepared with sufficient funds to support yourself while you wait for the Social Security card to be processed. THIS COULD BE IN EXCESS OF 30 DAYS! Please note, there is nothing that CCUSA Work Experience can do to assist you during this waiting time so be very sure you want to accept such a job offer.

You can also have your prospective employer call our U.S. office at 1 888 449 3872 if they have questions about our program or these laws and rulings.