



# Job Offer

## J-1 Exchange Visitor Visa / Evidence of Support

To be completed by Employer and signed by Employer and Student

**This job offer is for:** \_\_\_\_\_  
 (Name of the student)

### EMPLOYMENT DETAILS

Company name: \_\_\_\_\_ TIN/EIN: \_\_\_\_\_

Worksite address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_ www: \_\_\_\_\_

Mailing address: \_\_\_\_\_

(If different from above)

Supervisor/Manager name: \_\_\_\_\_ Tel number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax number: \_\_\_\_\_

CETUSA Manager name: \_\_\_\_\_ Tel number: \_\_\_\_\_

(If Applicable)

E-mail: \_\_\_\_\_ Fax number: \_\_\_\_\_

Student job title: \_\_\_\_\_ Number of positions: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

Job start date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ If flexible, indicate the period: \_\_\_\_\_

Job end date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ If flexible, indicate the period: \_\_\_\_\_

No arrival prior to: \_\_\_\_\_ Should work at least until: \_\_\_\_\_

Minimum pay rate/hour: \_\_\_\_\_ Tips available?  Yes  No Payment schedule: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_ Overtime available?  Yes  No Overtime rate/hour: \_\_\_\_\_

Is there a training period during which hours and wages may differ from those indicated above?  Yes  No

If YES: Training period duration: \_\_\_\_\_ Training hours per day: \_\_\_\_\_ Pay rate while training: \_\_\_\_\_

### EMPLOYER REQUIREMENTS

**Gender preference:**  None  Yes: # of males \_\_\_\_ # of females \_\_\_\_  Pre-employment drug testing required

**English level:** Before marking the English level required, please keep in mind the following definitions:

- **Fluent:** Extended vocabulary, precise in speech and comprehension
- **Good:** Moderate vocabulary, communicates reasonably well but sometimes doesn't understand
- **Fair:** Basic vocabulary, limited speaking ability, understands when spoken to slowly and clearly

**Speaking:**  Fluent  Good  Fair **Listening Comprehension:**  Fluent  Good  Fair **Reading:**  Fluent  Good  Fair

#### General requirements:

For example: Must be flexible to work a variety of tasks/shifts; work on weekends and holidays a must, ability to work in a fast-paced environment or N/A

#### Particular working conditions to be noted:

For example: Will be working in a busy, high volume-kitchen; kitchen environment is often hot and muggy or N/A

#### Skills/Experience:

For example: Excellent customer services skills, previous cooking experience, valid driver's license, knowledge of computers, ability to operate cash register or N/A

#### Physical demands:

For example: Must be able to frequently lift 25 - 45 pounds, stand for extended periods of time or N/A

#### Prerequisites:

For example: Gaming license, training certificates (do students have to pay for obtaining them?) or N/A

#### Uniforms, dress code, clothing items to bring:

For example: Company shirt required, provided at a cost of \$15; need to bring khaki pants, black closed-toe shoes or N/A

**BENEFITS**     Meals: \_\_\_\_\_     End of season bonus: \_\_\_\_\_

**Housing:**     Provided by employer     Not provided     Assisted to find

If provided:     Student must stay at housing provided     Student may choose alternative housing

Housing fee: \_\_\_\_\_  Per month     Per week    Due date: \_\_\_\_\_    Utilities included?  Yes     No

Security deposit amount: \_\_\_\_\_    Due date: \_\_\_\_\_    Refundable amount: \_\_\_\_\_

Refund policy\*: \_\_\_\_\_

Distance from housing to work: \_\_\_\_\_    Transportation to/from work: \_\_\_\_\_

People per bedroom: \_\_\_\_\_    Number of bathrooms: \_\_\_\_\_     Unfurnished     Furnished: \_\_\_\_\_

Housing address, telephone: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Days and shifts expected to work: \_\_\_\_\_

\*Additional information such as company policies, expectations, housing policy, etc attached?     Yes     No

**TRAVEL INFO AND ARRIVAL INSTRUCTIONS**

Can employer arrange pick-up upon arrival?  Yes     No    Nearest major airport(s): \_\_\_\_\_

<p><b>If YES, details on provided transportation:</b></p>	<p>Please specify where the transportation can be arranged from, estimated cost, conditions to be met, etc.</p>
<p><b>If NOT, advisable way to get the worksite/housing facility:</b></p>	<p>Please advise which airport to fly into, bus/shuttle/train to take, estimated time of travel, etc.</p>
<p><b>Address, hours and person to report to upon arrival:</b></p>	<p>Please specify address to report to upon arrival, name of the person to speak to, telephone number of this person and hours students can be assisted at this address upon arrival.</p>

*By signing, it is agreed that the information provided on this job offer form is accurate. The Student will receive compensation equal to that offered to his/her American counterpart. The wage offered meets or exceeds federal and state minimum wage guidelines.*

<p>_____</p> <p>Company Representative completing this form</p>	<p>_____</p> <p>Position Title</p>
<p>_____</p> <p>Company Representative's Signature</p>	<p>____/____/____</p> <p>mm    dd    yyyy</p>

**STUDENT'S STATEMENT OF ACCEPTANCE**

I have thoroughly read this employment offer, understand and meet the qualifications, and accept the position with all the conditions offered herein. I fully understand that, by signing this employment offer, I am making a commitment to the employer in acceptance of the terms and conditions stated. I have not signed any other agreement or document that states different conditions or contradicts what is stated above. I confirm that I can communicate effectively in English and that my English level is sufficient for this position.

I understand and agree to the following: I am only eligible to work during the dates on my DS-2019 Form; the employer can terminate the employment offer at any time without prior notice and for reasons not prohibited by law; my position, duties and responsibilities may vary during the period of employment to be able to satisfy the needs of the employer; I am not allowed to change jobs or job sites without prior, written consent of CETUSA; were I to choose or be unable to arrive to work on the dates above, I might not have a position available at a later date. The employer is requested by CETUSA to report if I do not show up at work, if I leave early, or if I am terminated from employment. I will keep a copy of this job offer, together with the CETUSA J-1 Work and Travel Program Conditions and the form DS-2019, with me during my visit in the United States.

Student's name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return to:



**Council for Educational Travel USA**  
 100 South Rock Street, Centralia, WA 98531 - USA  
 Tel: (360) 736-6472    Fax: (360) 736-6525    E-mail: wat@cetusa.org

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