



The WISE Foundation Work and Travel Program Job Offer

Please complete all of the below
information, sign and fax it back to
WISE at 770-579-0219.

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

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:

Website:

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

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:

Is overtime available: Yes No

Is overtime paid at a higher pay rate: 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 a drug screen required: Yes No

Is job training required: Yes No

Is training paid: Yes No

Uniform/Grooming Standards

Are uniforms/costumes required: Yes No

Cost of uniform/costume:

Uniform details and
grooming standards:

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: House Apartment Motel/Hotel Other Details:

Cost of Housing per week: Does weekly cost include utilities: Yes No Est. weekly cost for utilities:

How is rent collected: Cash paid to employer Cash paid to landlord Payroll deduction Details:

Frequency of rent collection: Once per week Every two weeks Once a month

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

Addresses of all available housing options (include city, state and zip code)

How many participants per bedroom: How many participants per bathroom:

Do you offer co-ed housing: Yes No Are there cooking facilities at housing: Yes No

Does housing have the following amenities? If you provide multiple housing options, check only those that apply to ALL housing options:

- Cable TV Telephone Heating/Air Conditioning Bedding (sheets, pillows, blankets) Towels Refrigerator
- Dishwasher Kitchen utensils/pots & pans Microwave Dining Table/Chairs Laundry facilities Couch
- Stove/Oven Single Beds Double Beds Bunk Beds Air Mattresses Free Wi Fi or Internet Computer

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: Yes No If Yes, 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: transportation not provided Walking distance

Public transportation required and available

Cost and
Details:

transportation provided by employer

Cost and
Details:

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.)

Additional Information

Any additional
details which
would help the
participant to
have a realistic
expectation of
the job and
housing.

Include pictures of the housing options and any agreements that a participant signs upon arrival.

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:

Participant's Signature