



alliance abroad group

alliance abroad group, L.P.

J-1 Work/Travel program - Offer of Employment - self-arranged

Participant Information

AAG ID: _____ Student Name: _____
Overseas Agency: _____ Birth date (mm/dd/yyyy): ____/____/____
English level: Native Speaker Excellent (Advanced) Good (conversational) Fair (intermediate)

Host Company Information

Host company name: _____ Primary contact person: _____
Title: _____ Department: _____
Work phone: _____ Alternate phone: _____
Work e-mail: _____ Fax: _____
Corporate office address: _____ Web site: _____

Address of work site (the address of where you go to work every day. Should not be company headquarters if you do not work there on site):

Job Offer & Housing

Job title: _____ Job description: _____
Supervisor: _____ Department: _____
Guaranteed salary/wage per hour before deductions: _____ Hours/week: _____
Specific skills needed: _____ Overtime: _____
Employer Identification Number (EIN): _____ Worker's Compensation Policy #: _____
(submit copy of policy with Offer of Employment)

YOUR HOUSING INFORMATION (this is required in order for this form to be complete)

Type of housing (hotel / motel): _____ Housing name: _____
Street (including apartment / unit number): _____
City, State, Zip Code: _____
Weekly cost/rent per student: _____ Number of students per room? _____
Cost of utilities: _____ Can housing be co-ed? _____
Deposit amount: _____

Does company provide this housing? yes no



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Signatures

By signing below, I CONFIRM THAT I MEET ALL THE NECESSARY REQUIREMENTS AND PREREQUISITES AS OUTLINED. I understand and accept all conditions as outlined. I acknowledge that I accept all of the terms and conditions listed on my original application. Once program attendance has begun, no refunds will be granted, regardless of the length of time remaining for the scheduled program(s). I FULLY REALIZE THAT I MAY NOT CHANGE HOST COMPANIES OR TERMINATE A HOUSING AGREEMENT WITHOUT WRITTEN AUTHORIZATION FROM ALLIANCE ABROAD GROUP L.P. I understand that I must contact and discuss any problem I may encounter at my job site or with my housing with my Alliance Abroad Group, L.P. Representative. Alliance Abroad Group, L.P. does not have the authority to grant visas.

Participant Name (please print):

Participant Signature: _____ **Date** (mm/dd/yyyy): ____/____/____

Host company contact name (please print):

Host company signature: _____ **Date** (mm/dd/yyyy): ____/____/____

The State Department J-1 Work Travel Program is an Exchange Visitor Program designed to achieve the educational objectives of international and cultural exchange by involving young adults in the daily life of the host country through temporary employment opportunities and to return home to share their experiences, and to encourage Americans to participate in the educational and cultural programs in other countries.

Workers will receive the federal minimum wage set by the Fair Labor Standards Act (FLSA). Federal Minimum Wage is \$7.25/hour. Employers of "tipped employees" must pay a cash wage of at least \$2.13/hr if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13/hr do not equal the minimum hourly wage, the employer must make up the difference. Any international workers employed will be paid the equivalent of their American counterparts. Participants may not be employed as domestic employees in U.S. households or in positions that require them to invest their own money to provide themselves with inventory for the purpose of door-to-door sales.