



Independent/Self-Arranged Job Offer

J-1 Work and Travel USA Program / 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: _____ Office Tel Number: _____

E-mail: _____ Office Fax Number: _____

Student Job Title: _____

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: _____

Minimum pay rate/hour: _____ Tips available? Yes No

Hours per week: _____ Overtime available? Yes No Overtime rate/hour: _____

BENEFITS Meals: _____ End of season bonus: _____

Housing: Arranged by employer Not arranged Assisted to find

If provided: Student must stay at housing arranged 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*: _____

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.

Company Representative completing this form

Position at Company named above

Company Representative's Signature

____/____/____
mm dd yyyy

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

Mission Statement: ...reaching out to encourage a lifelong journey of global peace and understanding