

ONCE COMPLETED, FAX THIS FORM TO \_\_\_\_\_

For questions call: 1-888-224-0450

### Independent Placement Host Company Agreement (IPA)

**Participant Information (to be completed by Partner representative)**

Participant ID		Partner Agency	
Participant Last Name		Participant First Name	
Start Date		End Date	

**Host Company Information (to be completed by Host Company)**

Company Name		Street Address		
City		State		Zip code
Host Company Contact		Title		
Phone Number		Fax Number		
Email		Employer Identification Number (EIN)		

**Job Information**

Participant Job Title		Pay Rate	
Job Description		Hrs/week	

Intrax Work Travel ("IWT"), located at 600 California Street, Floor 10, San Francisco, California 94108, is an official sponsor of the J-1 Summer Work/Travel Exchange Visitor Program by the United States Department of State. IWT assists international university students with entry and orientation to the United States for the purpose of a short-term work and travel experience ("IWT Program"). In consideration of IWT's role in facilitating student job placement through the IWT Program,

**The undersigned Host Company ("HC") agrees to the following terms and conditions:**

- HC will uphold the objectives of the IWT Program by promoting cultural understanding and positive experiences for the participating student.
- HC will provide employment to the participating student consistent with the information contained in the Job Offer portion of this agreement.
- HC reserves the right to dismiss the IWT participant at will, but agrees to:
  - Make a good faith effort to retain the IWT participant so long as the participant performs his or her assigned duties in a satisfactory manner.
  - Make a good faith effort to retain the IWT participant for as long as possible and with as many scheduled hours as possible in the event of a labor force reduction due to unforeseen circumstances.
  - Make a good faith effort to assist IWT in finding a new placement for the IWT participant if the student cannot be retained due to unforeseen circumstances.
- HC will comply with all applicable local, state, and federal labor laws.
- HC will not employ the IWT participant as a domestic servant or require the participant to invest funds to acquire products for the purpose of door-to-door sales as prohibited by the J-1 Summer Work/Travel regulations of the U. S. Department of State.
- HC understands and agrees that IWT cannot guarantee visa approval, arrival date, or job performance of the IWT participant.
- HC understands and agrees that IWT is not responsible for any civil or criminal liability incurred by the IWT participant or for defending against such claims.
- HC will indemnify and hold IWT harmless against any claims, liability, damages or costs incurred by reason of any act, error or omission of HC or its agents.
- If HC provides housing for the IWT participant, HC will provide housing that is safe, comfortable, and in compliance with local, state and federal housing codes and regulations.
- This agreement shall be governed by and construed under the laws of the State of California, without regard to principles of conflict of laws.

Signed: \_\_\_\_\_  
IWT Participant

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Host Company Representative

Date: \_\_\_\_\_