

Job Offer – Page 1 of 2: Employment Verification Form

Sponsor: ERDT Work & Travel Program • 2601 Ocean Park Blvd • Suite 322 • Santa Monica • CA • 90405
Toll-free 800 321 3738 • www.erdtworkandtravel.org • info@erdtworkandtravel.org

Company Name _____ Tax ID # (FEIN)* _____

Physical Address of Work Site _____

City _____ State _____ Zip Code _____

Supervisor _____ Work Phone _____

Email _____ Cell Phone _____

Fax _____ Website _____

Workers' Comp. Company* _____ Policy Number* _____

*The U.S. Dept. of State requires sponsors to collect this information from employers as of January 24, 2011.

Participant Full Name _____ Job Title _____

Pay per hour \$ _____ Hours per week _____ to _____

Participant must arrive between these dates: _____ to _____

Job Duties _____

Costs upon arrival (uniform, training, materials) \$ _____

Is housing available? Yes No Cost \$ _____ Deposit \$ _____

Deposit will be refunded if _____

Please describe commute: _____

Other important details or rules regarding job or housing _____

I verify that the above details are correct, and that I will contact ERDT immediately at 800-321-3738 or info@erdtworkandtravel.org if any of the above details change, or if the job becomes unavailable.

Company Representative Signature _____ Date _____

Print Name _____ Title _____

I accept the position offered above. I understand that my duties and responsibilities may vary during the period of my employment, due to business needs and other events out of the employer's control.

Participant Signature _____ Date _____

Employer: Please fully complete and return page 1 to the sender, and please see page 2 for important information on employing J1 Work & Travel participants.

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Job Offer – Page 1 of 2: Information for J1 Employers

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We thank you for providing employment to this J1 Work & Travel participant, who is on a U.S. Department of State program, sponsored by Educational Resource Development Trust (ERDT).

The participant should apply for their **Social Security Number** at the nearest Social Security office (unless they are a repeat participant) about 4-7 days after arrival. If your student worker has any problems, they must write down the name, phone extension and/or email address of the officer with whom they speak, and send it to ERDT. We recommend that the participant list the employer's address on their application, in order to ensure safe delivery of the card. Your student worker may begin work once he/she has a receipt from the Social Security Office, saying that the card will be mailed to him/her. He/she does not need to have the card or number in order to start work.

Your student worker is **exempt from Social Security, Medicare, and Federal Unemployment Tax**. Please ensure that these deductions are not being taken out of his/her paycheck.

Your student worker's **program dates** are listed on his/her DS-2019 form, which is stapled into his/her passport. Your student worker is not permitted to work outside of their program dates, although he/she can be in the U.S. for 30 days before and after these dates to travel.

ERDT expects our participants to follow through with their commitment to work at your business. If a student leaves without notice, or does not arrive on time, please contact ERDT immediately (contact info above).

I-9 Form The participant's passport, I-94 card and DS-2019 form fulfills item 5 under List A of the "Lists of Acceptable Documents." To complete the I-9:

- Fill out Section 1 of the form. Have the student sign.
- Check the box "alien authorized to work." For "Alien #," enter the departure number on the I-94. For "expiration date," enter the end date on the DS-2019.
- Under list A in Section 2, for "Document Title," write "Passport." For "Issuing Authority," enter the country that issued the passport. For the first "Document #," enter the passport number. For the first "Expiration Date," enter the passport expiry date. For the second "Document #," enter the

departure number on the I-94. For the second "Expiration Date," enter the end date on the DS-2019.

W-4 Form For tax purposes, Work and Travel students are classified as "non-resident aliens." The instructions on the W4 form do not apply. Your students should follow these instructions when completing the form:

- Check "Single" marital status on line 3, even if married.
- Claim only one withholding allowance on line 5.
- Do not claim "exempt" withholding status on line 7.

E-Verify does not yet recognize the status of J1 Work & Travel students. If you vet a J1 Work & Travel student through E-Verify, it will likely tell you that the student is not legally allowed to work, or may only work on campus; however, this is untrue. ERDT can provide you with documentation to prove that the student is legally allowed to work in the U.S.

Employers must ensure that students are making **at least minimum wage AFTER any deductions have been taken for uniform, housing, training, etc.** This is a State Department of Labor requirement; failure to comply could result in the payment of back pay and fines. You must ensure that students receive pay and benefits similar to American seasonal workers.

You may not employ students as **household domestic employees**, in positions that require the participant to invest his or her own money for the purpose of **door-to-door sales**, in positions involving patient care, or in pedicab jobs.

Students must be provided with a **safe workplace** free of hazards that may cause serious illness or death, according to the OSHA Act of 1970. All employees must comply with OSHA safety and health regulations.

You must provide your students with a **W2**. You may mail it to them directly, or to the ERDT office (address above).

You must ensure that your students receive their **final paycheck and housing deposit** (if applicable) in a timely manner. We recommend giving it to them while they are still in the U.S. If this is not possible, please either mail it to the student directly, or to the ERDT office (address above).

Thank you!

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