

Work & Travel Job Agreement (Page 1)

Participant Information

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Citizenship:	<input type="text"/>	Date of Birth:	<input type="text"/>
Home Phone:	<input type="text"/>	Male/Female:	<input type="text"/>
		Email Address:	<input type="text"/>

Host USA Employer Information

Company:	<input type="text"/>	Corp. Address:	<input type="text"/>
Representative:	<input type="text"/>	Title:	<input type="text"/>
Phone:	<input type="text"/>	Website:	<input type="text"/>
Department:	<input type="text"/>	Worksites Address:	<input type="text"/>

J-1 SPONSOR Information

Sponsor:	<input type="text" value="International YMCA"/>	Corp. Address:	<input type="text" value="5 West 63rd Street - 2nd Floor, New York, NY 10023"/>
Representative:	<input type="text"/>	Phone:	<input type="text" value="(212) 727-8800"/>

Conditions of Employment:

Job Position #1:	<input type="text"/>	SET STANDARDS:	<input type="text"/>
		JOB REQUIREMENTS:	<input type="text"/>
Pay Wage:	<input type="text"/>	Pay Period:	<input type="text"/>
Work Hours:	<input type="text"/>	WORK HOURS - Work hours are NOT guaranteed. This is only an "average of the hours" you should expect to work during your employment with this employer. These work hours maybe lowered if you are late to work, call in sick, refuse to work certain shifts, or do not show up for your assigned shift. In special circumstances, such as relevant societal events, war or natural disasters may result in the rescheduling of shifts, in which the host USA employer will not be able to honor the employees average work hours on this agreement.	
Work Shift:	<input type="text"/>	WORK SHIFTS -	
Start Date:	<input type="text"/>	START DATES - The employee is responsible for fulfilling this job agreement starting from this Start Date. This is the Mandatory Start Date for all workers! Failure to arrive in the US, Check in with International YMCA (sponsor) and report to your host USA employer by this date will result in the termination of this job offer.	
End Date:	<input type="text"/>	END DATES - The employee is responsible for fulfilling this job agreement ending no earlier than this End Date. This is the Mandatory End Date for all workers! Failure to stay with your host employer till this end date, or to leave this employment to work another job, will result in the termination of your visa sponsorship. During this time, the employee's #1 priority is to work for the host USA employer on this agreement. Failure to complete this job agreement, or to leave the host USA employer to work another job assignment, will result in the immediate cancellation of the employee's J-1 program, which may result in the termination of the employee's visa sponsorship.	
English Level:	<input type="text"/>	ENGLISH - If the employee fails to meet this level of English, or if poor English affects an employee's performance at work, this job offer agreement will be cancelled and the employee will be terminated from employment with the host USA employer.	
Additional Requirements	<input type="text"/>	ADDITIONAL REQUIREMENTS - No prior requirements before starting your job, hospitality management students preferred	

Agreement between the J-1 Sponsor/Participant and the Host USA Employer

By signing below, the J-1 Participant, named in this agreement assures the host USA Employer that I will be sponsored under the J-1 Work & Travel visa program, and I am fully leg: The Host USA Employer, **(Name)** assures International YMCA that the job position, job duties, work hours, wages, shifts, dates, and conditions of employment outlined in this agreement will be furnished to the J-1 participants on the International YMCA Work & Travel program. The representative for the host USA employer, has authorized International YMCA to issue job placements with **(Employer)** to J-1 sponsored participants in accordance to the conditions and requirements outlined in this agreement. The host USA employer **NOTE: This is only a tentative job offer; all final paperwork to be officially employed with (Employer) will be completed after job processing with this employer in the USA. (Employer) is an employer "at will" and may terminate any employee at anytime, with or without cause, and with or without notice. (Employer) has the right to discipline or "terminate" a J-1 participant's employment due to poor work ethic, poor work performance, poor work attendance, failure to comply with company guidelines, failure to follow local and federal laws, or failure to meet J-1 program regulations. Failure to comply with company guidelines or failure to attend work as scheduled by (Employer) may result in disciplinary action, including the termination of your employment and the loss of your J-1 visa sponsorship.**

Signature of J-1 PARTICIPANT

Date

Signature of Host USA EMPLOYER

Date

COMPANY	
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Additional Job Requirements

SOCIAL SECURITY NUMBER		NOT REQUIRED for you to start work. However, you must have your Social Security Number and present to your employer within 30 days from the date of your job processing, or you may be suspended from your employment. NOTE: International YMCA and your host US employer will not be held liable for any problems with your payroll or employment resulting from complications or delays with the issuance of your Social Security Number. Please be sure to bring sufficient funds to cover the cost of living expenses for your first month (minimum US\$1000).
GROOMING & IMAGE		
UNIFORM		
ATTENDANCE POLICY		All employees are required to attend work on time as scheduled (and in perfect uniform). Failure to show up to work on time, or a "no call/no show," will result in disciplinary action such as the suspension of your employment, or possibly job termination. If you are sick and can not go to work for more than 1 day, then you must obtain a doctor's note excusing you from work that day. NOTE: Your Sponsoring organization will cancel your visa sponsorship and request your immediate departure from the USA, if you are terminated from employment for poor work attendance or frequent tardiness.
WORK AT 2ND JOBS		Okay, if this second job does not interfere with your primary host USA employer. Your 2nd Job can NOT affect your availability and performance for primary host USA employer, or you will be forced to terminate your 2nd job. Second job must be approved by International YMCA. NOTE: You may not leave your job with your primary employer for another employer at anytime under this agreement and sponsorship!

Housing

HOUSING ARRANGEMENT		Self Arranged Housing is available upon arrival in a shared HOTEL, APARTMENT, DORMITORY ROOM, or HOST FAMILY. Types of housing vary depending on where you are assign to work. Most available housing is offered on a monthly and seasonal rental basis.
HOUSING REQUIREMENT		
HOUSING RENTAL DATES		
HOUSING WEEKLY COST		Weekly or Monthly payment directly to the apartment / hotel manager, or to your host family.
HOUSING DEPOSIT FEE		This Deposit will be returned to you if you (stay a minimum of 12 weeks) and leave the accommodations in perfect, clean condition with no damages or missing weekly payments.
HOUSING EXTRA FEES		For cleaning service; other (please explain: _____)
HOUSING PRE-PAYMENT/DEPOSIT		Pre-Payment Fee includes
HOUSING PAYMENT DEADLINE		Upon Arrival & Move In you will need to pay the housing Pre-Payment directly to the apartment / hotel manager, or to your host family

Transportation

TRANSPORTATION TO WORK		
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Local Resources

AIRPORT TRANSFERS		
TYPE OF LOCATION & RECREATION		
WEATHER		
WEBSITES		
ADDITIONAL TIPS		

Supplemental Agreement to the terms outlined in Page 2

I, (Print Name) _____, the **J-1 Participant**, hereby understands and agrees to the conditions of this Agreement on Page 1 & 2 as stated above, including all details related to the Additional Job Requirements, Housing, Transportation, and Local Resources related to the International YMCA Work & Travel Program. As a sponsored J-1 Participant, I am required to secure a minimum of US\$1000 in available funds to spend in the USA to cover basic living expenses associated with, but not limited to, housing rental, housing deposits, local transportation passes, airport transfers, additional domestic air/bus/train travel, daily meals, phone calls, internet, leisure activities, and any additional uniform and/or employment certification fees. I hereby acknowledge that the information provided on page 2 in this agreement has been approved by me, and that all International YMCA J-1 employees for this Host US employer are required to follow the guidelines of this agreement.

Signature of J-1 PARTICIPANT _____

Date _____