



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. "Company" agrees to provide participants the number of hours of paid employment per week as identified on the job offer. "Company" agrees to pay those participants eligible for overtime worked in accordance with applicable state or federal law. "Company" agrees to notify sponsors promptly when participants arrive at the work site to begin work, when there are any changes or deviations in the job placements during the participants program, or when participants leave their position ahead of their planned departure. "Company" agrees to contact CETUSA immediately in the event of any emergency involving participants of any situation that impacts the welfare of the participants. "Company" agrees the participant will receive compensation equal to that offered to his/her American counterpart. "Company" agrees 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

Business License No. or Corporation Filing No. : _____

Employer Identification No.: _____

Workmen's Compensation Provider: _____

Workmen's Compensation Policy No.: _____

STUDENT'S STATEMENT OF ACCEPTANCE

I have thoroughly read this employment offer. I understand and meet all qualifications. I accept the position with all the terms and conditions offered and stated herein. I confirm that I can communicate effectively in English and that my English level is sufficient for this position. I clearly understand that I will only have authorization to work for the employer indicated in this agreement while in the U.S. Change of employment is not allowed on program without express written consent by CETUSA. Job change authorization is given only in rare instances when the employer is unable to meet the terms of the job offer agreement after consultation and mediation with CETUSA. Regardless of work status, all financial obligations, including but not limited to housing lease agreements, must be honored and paid in full. Failure to have written consent from CETUSA to change jobs, or failure to meet financial obligations such as housing lease agreements or any financial liability incurred while on program, will result in early termination of my program.

I also understand and agree to the following: I am able and willing to arrive to my place of employment by the job start date indicated in this job offer. Should I choose or be unable to arrive to work on time my job position may be lost. My employer has no obligation to hold the position for me. This could create a financial hardship making it difficult or impossible for me to remain on program. I understand it is my responsibility to be able to support myself financially at all times during my participation on the CETUSA Work and Travel Program regardless of circumstance. I can and will remain working until the job end date indicated in this job offer. Leaving my job early, without expressed written consent from CETUSA may result in an early termination of my participation on program.

My employment with the employer indicated in this job offer is not a guarantee of employment under all circumstances. My employment is dependent upon my contribution, work performance and adherence to company policies. I also understand that my 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 only eligible to work in the U.S. during the program dates indicated on my DS-2019 Form.

I have been given sufficient time and guidance to read through the job offer and statement of acceptance and to ask questions, seek and receive clarification. I further declare that I have freely chosen this job opportunity and that I am not signing under any type of pressure or coercion. I have given careful and thorough consideration before signing the statement of acceptance. My signature below indicates that I understand all of the above and agree to all stated terms and conditions.

Student's name: _____

Student's signature: _____

Date (mm/dd/yyyy): ____/____/____

Please return to:



Council for Educational Travel USA

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