



CULTURAL HOMESTAY INTERNATIONAL

Opening Doors to the World since 1980!

A NON-PROFIT EXCHANGE PROGRAM

104 BUTTERFIELD ROAD, SAN ANSELMO, CA 94960-1565, USA

Tel.: (800) 432-4643 • Fax: (415) 459-2182

SELF PLACED JOB OFFER

The student named below has been offered a temporary position with our company and the salary and other terms are commensurate with those of his/her US counterparts. I understand that the CHI Partner and CHI will contact me to confirm the details below. Employers should contact CHI at 1-800-432-4643 with any questions.

This is a job offer for (student name): _____

COMPANY INFORMATION

Company Name _____

Company Address (mailing) _____

Work Site Address _____

Tax ID# (EIN) _____

Worker's Comp Insurance Company Name _____

Worker's Comp Policy #: _____

Worker's Comp Policy Dates _____

Supervisor / Manager _____

Street Address _____

City _____

State: _____

Zip Code: _____

Phone # _____

Fax# _____

Email Address _____

Web Site: _____

Type of Business _____

JOB DESCRIPTION

Job Title _____

Dates of employment: _____

Start Date: _____

End Date: _____

Description of Position _____

English Level Required _____

Beginner _____

Intermediate _____

Advanced _____

Wage per hour: \$ _____

Average number of hours per week: _____

Tips: (Yes/No) _____

HOUSING

Does employer provide housing? (Yes/No) _____

Cost of Housing: \$ _____

(Week/Month) _____

Deposit amount: \$ _____

Housing Address: _____

Type of accommodation: _____

Dormitory _____

Apartment _____

Motel/Hotel _____

Other: Details... _____



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TRANSPORTATION

Nearest International Airport _____

Nearest Bus Station _____

Is transportation for the Airport/Bus Station to employer provided? _____

SOCIAL SECURITY

Is social security required to begin work? Details: _____

Where is the closest Social Security office? _____

Distance from work site: _____

TERMS & CONDITIONS

In consideration for obtaining Work and Travel foreign university student seasonal employees through the undersigned employer agrees:

- Each student participant employee will be guaranteed the hours of work already listed on this contract per week, beginning with their first week of employment.
- Participants must be paid at least every two weeks.
- Each participant will be given a set schedule of hours commencing by the second full week of employment.
- Each participant will be paid at the hourly rate for all hours of work, including training, without regard to Employer's quotas for duties performed.
- No deductions from paychecks for transportation, housing, or other fees are allowed without the participant's express, written consent. Any proposed deductions must be pre-approved by sending them to the student.
- Upon commencement of employment, Employer will provide each participant and CHI with its written policy in regards to payment rates for overtime.
- Participants must be paid at least the same amount paid to American employees in the same job category.
- Location of work: Employer will use its best efforts to have participants work at only one location and may not move participants to different locations without CHI's permission in advance.
- Our organization will control participant's work location, supervise, manage and pay participant

EMPLOYER AGREEMENT

Should any aspect of the job offer change, you should inform CHI immediately. As the employer, you are obligated to provide the participant(s) with all necessary preparatory materials and documents prior to their arrival.

Regulations governing the Summer Work & Travel program require that sponsors shall advise program participants regarding Federal Minimum Wage requirements and shall ensure that the participants receive pay and benefits commensurate with those offered to their American counterparts [22 CFR 62.32(e)].

By completing and signing this form, as the employer, I agree to hire the international student named-below on a temporary basis for the duration of time indicated on this form. I understand the international student is sponsored under the CHI Work & Travel Program which is governed by the U.S. Department of State regulations. I acknowledge that all information submitted is complete and accurate and that any false information is a violation of the Department of State Exchange Visitor Program's regulations.

Employer's printed name

Employer's Signature

Date

PARTICIPANT AGREEMENT TO TERMS OF EMPLOYMENT

I understand and fully agree to the terms of employment as outlined in this job offer document. I have reviewed all information related to this positions provided to me by the employer. I further understand that the conditions of my employment may change based on the needs of my employer and any other unavoidable circumstances. I will adhere to all CHI Work & Travel program rules regarding employment and program participation, including the Terms and Conditions/ Participant Agreement sections of my program application. Violation of any CHI or Department of State rules and regulations may result in CHI terminating my visa sponsorship, and I will be required to return home.

Participant's printed name

Participant's Signature

Date