



CICD Work & Travel Employment Verification (EV) Form

1. Work & Travel EV Agreement for:

Student Applicant: Last Name, First Name	Birth Date	
Student <u>must sign both pages</u> of EV.	<i>STUDENT SIGNATURE:</i>	

2. Host Company Information

U.S. Host Company Name			EIN or Tax Identification Number	
Workers' Compensation Insurance Provider		Account #		Exp. Date
Street Address				
City	State			Zip Code
Phone Number	Fax			
Supervisor Name	Supervisor Phone Number			
Supervisor Position	Supervisor Email			
Has your company employed W&T students before?	Yes	No	Website	

3. Job Information

Job Start Date (mm/dd/yy)			Job End Date (mm/dd/yy)		
Flexible Start and End Dates	Yes	No	If yes, indicate date range flexibility		
Job Title					
Brief job description					
Expected hours per week			**Minimum hours per week		
Wages	\$	Per			
Tips available?	Yes	No	Bonuses?	Yes	No (\$ ÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁÁ)
Is this the same compensation received by U.S. Citizens in the same position?			Yes	No	
Overtime available?	Yes	No	Overtime pay rate	\$	
Is there a training period during which hours and wages differ from those listed above?			Yes	No	
If Yes: Training period duration			Training hours per day	Pay rate while training	\$
Paycheck frequency	Weekly	Bi-weekly	Monthly	Participant will fill out a W-4 form	Yes No

4. Level of English Required for this Position:

FLUENT: Uses English easily and accurately	INTERMEDIATE: Reasonable command, with some difficulties	BASIC: Limited abilities
Speaking: Fluent Intermediate Basic	Listening Comprehension: Fluent Intermediate Basic	
Reading/Writing: Fluent Intermediate Basic		

5. Detailed Employer Requirements – Please describe:

General workplace requirements for students:		
Conditions participant should be prepared for:		
Physical demands (e.g. lifting, standing, repetitive motions, temperature etc.):		
Skills/Experience/Prerequisites:		
Uniform (cost if applicable) / Dress code		
Drug Test Required?	Yes	No
	If so, how often?	

6. Housing/Meals/Transportation Information

Employee meals provided	Yes	No	Cost of meals if applicable	\$
Employee housing provided	Yes	No	Type of housing	
If provided: Must student stay at housing provided?	Yes	No	Is housing furnished?	Yes No
Cost of housing	\$	per	(day, week or month)	Due Date
Housing deposit required?	Yes	No	Amount of deposit	\$
When is the deposit due?			Amount of deposit refundable	\$
Deposit refund policy				
Utilities included	Yes	No	Utilities fee if not included in rent	\$
Approx. number of people per room			Local transportation provided	Yes No
Airport pick-up provided?	Yes	No	Cost of local transportation, if provided	\$
Cost of Airport pick-up (if any)	\$		Distance from housing to work	
Will you hire and pay wages without a Social Security card/number?	Yes	No	<i>Note: J-1 students can begin work without an SSN</i>	
Nearest major airport			Assistance with Social Security cards	Yes No
Information such as company policy, expectations and housing contract are attached or will be provided separately?				Yes No

7. Host Company Agreement

1. Host Company Verification: The Host Company above hereby certifies and agrees that its authorized representative has thoroughly reviewed all of the program information provided in this and other Work and Travel documents. The Host Company hereby certifies and agrees that all of the information provided in this document is true and correct, that the Host Company has offered the Student Applicant (named above) the described employment "at will".

2. Host Company Responsibilities: The Host Company agrees to notify CICD immediately and in writing (email) in the event that the Student Applicant fails to arrive at the Host Company to begin employment, and also to notify CICD if the Student Applicant leaves the employ of the Host Company for any reason, whether voluntarily or not. The Host Company understands that given human nature, a certain percentage of participants, which may include this Work and Travel participant, will not succeed in fulfilling expectations of this position, and that the Host Company will not hold CICD or any other persons connected therewith liable in any way for any such shortcomings, or CICD's decision to terminate this Work and Travel participant's employment. The Host Company is required to provide to each Work and Travel student the Work and Travel EV as described in this form, as well as instruct each student on the first day of employment to validate their program with CICD.

3. Arbitration and Choice of Law: Any dispute, difference, or disagreement that arises from this Employment Verification shall be referred to a single arbiter agreed upon by the parties, or if no single arbiter can be agreed upon, an arbiter or arbiters shall be selected in accordance with the rules of the American Arbitration Association. Choice of Law: All disputes arising under or out of this document shall be governed by and resolved in accordance with the laws of the State of Washington, USA. No other law shall be applicable. Any lawsuit arising out of this document, or in connection with this document in any manner, may only be brought in King County, Washington, USA.

5. Hold Harmless: The Host Company understands that CICD cannot guarantee or assure that there may not be problems or challenges which may lead to the expulsion, firing, dismissal or termination of program participation of the Work and Travel Student Applicant named above at the sole judgment and discretion of CICD. The Host Company understands and accepts that CICD is the visa Sponsor organization and can in no way be construed to be the employer of the Work and Travel participant in the U.S. The Host Company named in the table at the top of this contract is the employer for the duration of the agreed-upon employment. The Host Company does hereby promise, undertake and guarantee to hold harmless and to indemnify CICD and all other persons connected with the Work and Travel program from all liabilities, claims, actions, damages, expenses and losses of any nature whatsoever caused by or arising from any aspect of the program and all other persons connected with the program.

The Host Company hereby certifies, agrees and affirms that the conditions of employment, any contractual or financial obligations, and expectations have been presented and explained to the Work and Travel Student Applicant's full and complete understanding and satisfaction and that it is offering this temporary, at-will employment to the above-named Student Applicant and /or participant in this Work and Travel program of its own free will.

Signature of Authorized Representative of Host Company

Date

Place signed

Printed Name of Host Company Representative

8. Student Applicant Agreement

I, the Student Applicant, have read and fully understand this entire agreement (two pages), and accept all of these terms and conditions, and agree to work for the Host Company for the time period described to the best of my ability. Should I, or the Host Company alter these dates of employment or terminate the employment for any reason, I agree to and shall give immediate written notification of this change to CICD. I acknowledge and expressly accept that failure to do so, or failure to complete the check-in process required by CICD within two weeks of the employment start-date is grounds for and may result in immediate termination of my Work and Travel Program. I acknowledge and agree that my duties and responsibilities may vary during the period of employment, that the employment offered is "at will" and can be terminated at any time and for any reason by either me, Host Company or CICD, and that the Employment Verification is in no way an employment or staffing contract between CICD and me. I acknowledge and accept that the actual hours I may work per week, can vary greatly depending upon the host company's local business economy and other factors, and I shall not under such circumstances complain about low hours that may be below "minimum hours" **. If I wish secondary employment, I understand that I must first receive permission to do so by my primary employer, AND receive written permission from CICD. I understand and accept that I cannot, under any circumstances, begin to work for a secondary host company until CICD has completed a vetting/verification process with that employer. I understand and accept that failure to comply with this rule can result in immediate program termination. I understand and agree that all information disclosed to me by CICD and/or its partners and representatives regarding this job offer shall be deemed confidential, not shared with non-CICD-affiliated entities, and used only for the purposes of CICD sponsorship of my Work and Travel program at this host company. I agree not to use this EV in any other manner whatsoever, disclose to others, or fraudulently use DS-2019 forms to apply for program sponsorship through any other sponsor.

Signature of Student Applicant

Printed Name of Student Applicant

Date and Place signed