



*A division of American Pool Enterprises, Inc.*

Please find the United Work and Travel, a Division of American Pool Enterprises, Inc. Job Offer Form. Please complete the Job Offer Form to finalize your request for J-1 participants, being sure that it is typed, signed, fully completed, and dated-and either scan and e-mail the form to: [employerdocs@unitedworkandtravel.com](mailto:employerdocs@unitedworkandtravel.com) or fax it back to us at: 1(410) 581-7950. Please also include a copy of your business's proof of workers compensation coverage.

The Job Offer Form is requested to confirm your agreement to hire participants on the Summer Work/Travel Program. All participants are full-time, foreign university students visiting the United States on a J-1 visa for a period of up to 4 months. All participants have legal permission to work in the United States during their program participation.

The Job Offer Form serves as an agreement between the 'employer' and 'J-1 student'. The employer defines the job and offers it to qualified students. Students read the offer and, if they wish to accept, sign stating that they understand what to expect and that they are able and willing to perform the work in accordance with the information provided. The Job Offer Form is also a required document that the students must provide to the U.S. Consulate in their home country in order to obtain their J-1 visa.

It is important for us to have the most complete, accurate information possible in order to ensure that your expectations, and those of our students, are each met accordingly. Please be sure to add as much information and detail as possible when completing the form. Should you wish to add more information than will fit into the space provided, please attach this information on your company letterhead and include with your fax or email.

Please be advised that our staff will ensure that all program regulations set forth by the US Department of State's updated May 11<sup>th</sup>, 2012 Interim Final Rule (IFR) are followed.

If you have any questions about the Summer Work and Travel Program or about the completion of the Job Offer Form, please feel free to call us at: 1 (866) IGo2USA (446-2872). Our office hours are from 8:00 AM – 5:00 PM (Eastern Standard Time), Monday through Friday, a United Work and Travel staff member will be happy to assist you.



United Work and Travel  
A Division of American Pool Enterprises, Inc.  
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[employerdocs@unitedworkandtravel.com](mailto:employerdocs@unitedworkandtravel.com)



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# Job Offer

## J-1 Exchange Visitor Visa / 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:

Host Company name:

Employer Federal Tax ID # (FEIN):

Workers Compensation Policy Number:

Expiration date:

Worksite address:

City, state, zip:

www.

Mailing address:

(If different from above)

Supervisor/Manager name:

Tel number:

E-mail:

Fax number:

UWT Manager name:

(If Applicable)

Tel number:

Student job title:

Number of requested positions:

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:

No arrival prior to:

Should work at least until:

Minimum pay rate/hour:

Tips available?

Yes No

Payment schedule:

Number of hours per week:

Overtime available?

Yes No

Overtime rate/hour:

Is there a training period during which hours and wages may differ from those indicated above?

Yes No

If YES: Training period duration:

Training hours per day:

Pay rate while training:

### EMPLOYER REQUIREMENTS:

Gender preference:

None

Yes: # of males

# of females

Pre-employment drug testing required

English level:

Before marking the English level required, please keep in mind the following definitions:

- Fluent:** Extended vocabulary, precise in speech and comprehension
- Good:** Moderate vocabulary, communicates reasonably well but sometimes doesn't understand
- Fair:** Basic vocabulary, limited speaking ability, understands when spoken to slowly and clearly

**Speaking:** Fluent Good Fair **Listening Comprehension:** Fluent Good Fair **Reading:** Fluent Good Fair

<b>General requirements:</b>	
<b>Particular working conditions to be noted:</b>	
<b>Skills/Experience:</b>	
<b>Position demands:</b>	
<b>Prerequisites:</b>	
<b>Uniforms, dress code, clothing items to bring:</b>	
<b>Uniform provided: If yes, please indicate cost:</b>	

Student Initials:



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**BENEFITS:**

Meals: End of season bonus:

Housing: Provided Not provided Organized by sponsor

If provided: Student must stay at housing provided Student may choose alternative housing

Housing fee: Per month Per week Amount due: Upon arrival Prior to arrival

Utilities included? Yes No

Security deposit amount: Due date: Refundable amount:

Refund policy\*:

Distance from housing to work: Transportation to/from work:

People per bedroom: Number of bathrooms: Unfurnished Furnished

If furnished, what is provided/included:

Housing address, telephone:

**ADDITIONAL INFORMATION:**

Days and shifts expected to work:

\*Additional information such as company policies, expectations, housing policy, etc attached? Yes No

**TRAVEL INFO AND ARRIVAL INSTRUCTIONS:**

Can employer arrange pick-up upon arrival? Yes No Nearest major airport(s):

If <b>YES</b> , please describe the arrangements and costs, etc:	
If <b>NO</b> , please describe the best way for the student to get to the worksite, housing facility, etc:	
Address, hours and person to report to upon arrival	

Student Initials:

*By signing, it is agreed that the information provided on this job offer form is accurate. The Student will receive compensation equal to that offered to his/her American counterpart. The wage offered meets or exceeds federal and state minimum wage guidelines. Furthermore, I authorize United Work and Travel to reproduce this job offer for each student offered a position with our organization.*

Company Representative completing this form:

Position Title

Company Representative's Signature:

mm/dd/yyyy

**Please return to:** United Work and Travel

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