



Work & Travel Program: Self-Arranged Job Offer

All participants finding their own job must complete this job offer, including required signatures, and return to CCI. If completed by the employer, this form should be sent directly to the participant.

SECTION TO BE COMPLETED BY EMPLOYER

EMPLOYER INFORMATION

Name of Company			Tax ID / FEIN#		Workers Comp Policy #	
Website			Workers Comp Carrier		Workers Comp Expiration Date	
Primary Business Address			Worksite Address, if different from Primary Address (no PO Boxes!)			
City	State	Zip	City	State	Zip	
Name of person extending this job offer			Name of supervisor assigned to participant			
Title		Email	Title		Email	
Telephone (MUST be worksite #)		Mobile/Off-season Phone	Business Fax		Total # of Employees	# of International Staff

Company Activities

JOB DESCRIPTION

Job Title		Job is valid FROM		Job is valid TO	
Description of general job duties		Identify any uniforms, safety equipment, etc., participant must provide:			
Estimated # of hours/week (min 32 average)	Number of days / week	Est. cost of uniforms, equipment, etc.		Any vacation benefits (paid or otherwise)	
Hourly wage	Pay frequency	Overtime availability		Overtime wage	

YES, I PROVIDE HOUSING (EMPLOYER)

Notice: housing must be safe, reliable, convenient, and in accordance with all local laws/ordinances

Deposit required?	Deposit Amount	Housing cost / month	Are costs deducted from paycheck?		
Yes No			Yes No		
# of bedrooms	# of tenants per room	total # of tenants in unit			
Distance from housing to job site	Is transportation available?	Utilities included in rent	Utilities NOT included in rent		
	Yes No				
KIND of transportation from housing to job	COST of transportation from housing to job		Utilities COST, if not included in rent		

EMPLOYER AGREEMENT

The Center for Cultural Interchange (CCI herein) is a U.S. Department of State Designated Work and Travel Program sponsor. This document serves as an employment agreement between the business and the WT participant named on the CCI job offer. This agreement is not valid until CCI has fully screened, vetted, and approved the organization named in the CCI job offer. For purposes of this agreement, "WT participant" refers to the foreign participant entering the U.S. temporarily, under CCI's J-1 Summer Work Travel visa sponsorship.

Continued sponsorship and cooperation is contingent upon adherence to all CCI program rules and U.S. Department of State Summer Work Travel regulations (22C.F.R. Part 62). CCI cannot be held responsible for the actions of participants under CCI sponsorship, including employment performance and workplace suitability, nor any liabilities created, assumed, or incurred by the participants. By signing this agreement, and as an authorized representative of my business, I agree to the Employer Placement/Housing terms of agreements found here: <http://www.cci-exchange.com/swt-emp-terms0612/>

Business Representative's Name (Please print): _____ **TITLE:** _____

Business Representative's Signature: _____ **DATE:** _____

PARTICIPANT AGREEMENT

By signing this agreement, I hereby confirm that I have read and agree to all terms of the PARTICIPANT TERMS AND CONDITIONS (formerly "Code of Conduct") submitted with my application. I agree to the Participant Placement/Housing terms of agreement found here: <http://www.cci-exchange.com/swt-pax-terms0612/>

FIRST NAME (Please print): _____ **LAST NAME:** _____ **CCI ID#:** _____

Participant's signature of acceptance: _____ **DATE:** _____

If your Employer does NOT provide housing

If your employer does not provide housing for you, you are required to explain your plan for finding suitable housing and how you plan to secure the housing prior to your arrival to the U.S.: