

Employer Section All fields must be completed for processing.

Company name:		Phone:	
d/b/a (if applicable):		Fax:	
Street:		TaxID/EIN:	
City:	State:	Zip:	Website:
Worker's Comp (WC) Provider:		WC Policy #:	

Offer made to (student name):

Dates of employment: (DD/MM/YYYY): <small>Maximum of four (4) months</small>		Worksite address (if different):		Street:	
From:	To:	City:	State:	Zip:	

Supervisor's name:		Supervisor's title:			
Supervisor's phone:		Supervisor's email:		Off-season phone:	

Student job title:

Job description:

Wage per hour: Average number of hours per week: Is an end-of-season bonus available? Yes No

If yes, please provide details:

Additional Wage Provisions/Deductions: *Identify any training costs, equipment or uniform fees, or additional paycheck deductions.*

Supplies required: *Identify any uniforms, supplies, or equipment the student must supply.*

Does employer provide housing? Yes No Type of housing (house/hotel/etc.):

Cost of housing per week:	Estimated cost of utilities:	Housing deposit:
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Is housing furnished? <input type="checkbox"/> Yes <input type="checkbox"/> No	How many people share a house?	How many people share a room?
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Distance from job site:	Transportation provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	Cost of transportation:
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By signing below I am contracting with CIEE to arrange employment of students from abroad through the J-1 Summer Work Travel program. I am an authorized representative of the company named above, and my signature on this agreement constitutes agreement by the company. I acknowledge the aims and objectives of the CIEE Work & Travel USA program as a U.S. Department of State authorized Visitor Program, with the purposes of providing cultural exchange opportunities to qualified foreign students, and advancing the public diplomacy goals of the United States. I will adhere to all applicable regulatory provisions that govern this program, and all CIEE policies. I understand that participants may undertake a period of employment of no more than 12 months. The job I am offering will not displace year-round positions for American workers. I understand that I am not permitted to employ J-1 Summer Work Travel participants if I have experienced layoffs within 120 days of the participant's employment, and/or if I currently have workers on lockout or on strike. I agree to notify CIEE immediately should these situations occur at my company prior to the end of this participant's employment. I have not accepted compensation from any party in return for offering this job. I have fully explained the terms of employment and job details to this participant. The salary and other terms at minimum meet all federal, state, and local minimum wage and overtime requirements and are commensurate with those of U.S. counterparts. This participant will be covered by Worker's Compensation insurance or I am exempt by state law from this requirement. This participant will be an employee, not a contractor. I understand that the Department of State requires CIEE to vet all potential host employers according to the regulations of the J-1 Summer Work Travel program. I understand that this job offer is not valid until vetted and approved by CIEE, and I agree to cooperate with CIEE in this process. I agree to abide by the CIEE terms and all local, state, and federal health, safety, and employment laws. If my job offer includes housing, the housing I provide will meet all applicable local laws and regulations, including those with respect to ventilation, utilities, and occupancy rates. I further attest that any wage deductions I will take to cover the cost of employee housing do not violate the Fair Labor Standards Act regulations set forth at 29.CFR.531. I understand that CIEE is responsible for maintaining contact with participants throughout their program. I also agree to notify CIEE of participant arrivals, failure of any participant to arrive as expected, performance issues, significant changes to employment terms, if any participant leaves before his/her scheduled end date, any emergency involving participants, or any situation that impacts the welfare of participants. The job I am offering is not listed as prohibited by CIEE.

(To review prohibited job types or for more detailed information about the Work & Travel USA program, please visit www.ciee.org/hire/work/info. A copy of the J-1 Summer Work Travel program regulations may be obtained by contacting CIEE.)

Name of person completing this form:	Title:
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Signature:	Date (DD/MM/YYYY):
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Participant Section

Name:	Atlas ID:
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Email address:	Phone:
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CIEE Representative:	Country of residence:
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By signing below, I indicate my understanding and agreement with the following terms: This job offer is not valid until vetted and approved by CIEE. I understand that CIEE is responsible for vetting employment for program participants and reserves the right to deny any job offer according to the current and/or anticipated rules, regulations, and intent of the J-1 Summer Work Travel program. Any position offered to me is not a firm, irrevocable offer and may be revoked at any time before I commence employment. In the event that the employer revokes this offer, CIEE will assist me in my effort to find alternative employment, but CIEE makes no guarantee that its effort will be successful. I will be an employee-at-will, and my employment relationship may be terminated at any time by the employer. I fully understand the job offered above. I have reviewed all information related to this position, as provided to me by the employer and/or CIEE Representative. The terms above are general in nature and my hours, duties, and housing are subject to change. I will report to the employer listed above within five days of arrival in the United States. I will work for a period that will not exceed the end date on my DS-2019 form. I will adhere to all CIEE and CIEE Representative rules regarding employment and program participation, including the Terms and Conditions / Participant Declaration that forms part of my program application. Once I have accepted this job, I am committed to stay at this place of employment for the duration of the program. If I wish to change employers, I must receive permission from both CIEE and my CIEE Representative prior to doing so. Should I change jobs without receiving prior permission from CIEE and my CIEE Representative, or if I violate other CIEE rules, CIEE may terminate its sponsorship of me and I will be required to return home. I also understand that such termination may prevent me from receiving future U.S. visas.

Signature:	Date:
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