



**JANUS INTERNATIONAL HOSPITALITY STUDENT EXCHANGE**

**16102 Theme Park Way, Doswell, VA 23047 866-249-3888**

**J-1 Employer Profile and Employer Verification**

As the designated Exchange Visitor Program Sponsor, Janus International is responsible for ensuring that the employers for Janus-sponsored participants receive the support and information they need, and that they meet certain criteria to help ensure the success of the J-1 Work and Travel Exchange Program. So that we can proceed with issuing/changing the necessary DS-2019 (Certificate of Eligibility for Exchange Visitor Status) to the J-1 participant(s), we need to receive the following form and information by email or fax from the employer (additional pages can be added if necessary). Call us at 1-866-249-3888 if you have questions or need assistance.

NAME(S) OF J-1 PARTICIPANTS HIRED: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ STREET ADDRESS: \_\_\_\_\_

CITY/STATE \_\_\_\_\_ J-1 MANAGER/CONTACT: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

FEIN (Federal Employer Identification Number) # \_\_\_\_\_

WORKMAN'S COMPENSATION PROVIDER & POLICY NUMBER: \_\_\_\_\_

LIST THE JOB(S) AND GENERAL JOB DESCRIPTION(S) THAT WILL BE PROVIDED TO PARTICIPANTS:  
\_\_\_\_\_  
\_\_\_\_\_

JOB START DATE PROVIDED: \_\_\_\_\_ JOB END DATE PROVIDED: \_\_\_\_\_

# OF WORK HOURS THAT EACH PARTICIPANT WILL AVERAGE WKLY: \_\_\_\_\_ (Paid Weekly or Bi-Weekly?) \_\_\_\_\_

HOURLY PAY RATE/OVERTIME RATE: \_\_\_\_\_ HOUSING DEPOSIT REQUIRED (AMT?) \_\_\_\_\_ HOUSING RATE: \_\_\_\_\_

PLEASE DESCRIBE PARTICIPANT HOUSING AND TRANSPORTATION ARRANGEMENTS: \_\_\_\_\_  
\_\_\_\_\_

HOUSING ADDRESS: \_\_\_\_\_

A primary objective of the J-1 Work and Travel Program is cultural exchange. We support this objective by encouraging and supporting employers and J-1 participants to utilize any cultural exchange opportunities in their area. Please list any local events, places of interest to visit, work related or pre-organized activities available that contribute to the experience of the participant of experiencing what life is like in the U.S., and their understanding of our culture:  
\_\_\_\_\_  
\_\_\_\_\_

--Employer agrees to provide employment to participant as agreed, to encourage and provide access to cultural activities, to arrange and/or provide acceptable housing (meets all building, safety and occupancy codes) at the agreed-upon rate, and to advise Janus International immediately of any change in status of participant's location or employment.

--Employer complies with all Federal, State and local laws regarding employment, labor laws and occupational safety.

--Employer agrees to provide each J-1 Work and Travel Participant with a Job Agreement, outlining the terms of employment and instructions for after their arrival in the United States, including a telephone contact and an email address for their inquiries prior to arrival.

--Employer is aware that J-1 Work and Travel students are considered non-resident aliens who are not subject to Social Security (FICA), Medicare, or Federal Unemployment (FUTA) withholding taxes.

\_\_\_\_\_  
Employer Name and Title Employer Signature Date

\_\_\_\_\_  
J1 Participant Printed Name J1 Participant Signature (Accepting the information outlined above) Date

**RETURN THIS FORM BY FAX TO 804 876 3113 OR EMAIL TO [ymoher@janus-International.com](mailto:ymoher@janus-International.com) or [student@janus-international.com](mailto:student@janus-international.com)**

**Include copy of any Employment, Housing or other Agreements signed by J-1 Participant(s)**