



2014 Life Adventures, Inc. Exchange Visitor Employment Agreement

Student's Name

Country

SUPERVISOR'S INFORMATION

Name & Title <small>NAME OF THE PERSON AUTHORIZED TO HIRE</small>	Work phone# <small>BEST NUMBER TO CALL THE PERSON AUTHORIZED TO HIRE</small>
Corporate e-mail <small>EMAIL OF THE PERSON AUTHORIZED TO HIRE</small>	Cell phone# <small>WE WILL USE IT ONLY IF THE WORK PHONE NUMBER DOES NOT RESPOND</small>

COMPANY INFORMATION

Company name (including dba name)

Corporate address:
STREET CITY STATE ZIP CODE

Corporate phone# Corporate website

Corporate fax# Federal Tax ID (EIN)
PLEASE, ATTACH THE COPY OF BUSINESS LICENSE TO THIS OFFER

Is the company licensed to do business in the state where the participant will be working?

Workman's compensation carrier name Policy#
PLEASE, ATTACH THE COPY OF WORKERS' COMPENSATION INSURANCE TO THIS OFFER

Exemption from carrying workers' compensation (if yes, explain)

How many international students do you plan to hire for summer 2014?
 Have you hired international students previously? If so, when and how many?

Please, comment on how the seasonality affects your business:

JOB INFORMATION

Position Job description

Work site address:
STREET CITY STATE ZIP CODE

Dates of employment: from to Are these dates flexible?

Work day usually starts at and ends at

Wage per hour Pay frequency Average number of hours/week

Overtime available? If yes, specify the hours and pay rate

Uniform required?

Meals or meal discounts available? If yes, specify

Bonus/reward/discount available? If yes, specify

HOUSING INFORMATION

Employee housing available? Is employee housing mandatory?

Type of accommodation (house/hotel/etc) Is housing furnished?

Housing Address:
STREET CITY STATE ZIP CODE

Monthly/weekly rent amount	Deposit amount
Other monthly costs	Are housing costs deducted payroll?
How many people share room?	How many people share house/apt?
HOUSING INFORMATION (continued)	
If no housing provided, how will the student be assisted in his/her housing search?	
Describe the transportation available for daily use in the area	
Add the information about the job, housing, etc that is essential for the student	

By completing this Agreement, _____ agrees to:

company name

1. Inform Life Adventures of the arrival of the Participant named on this agreement.
2. Inform Life Adventures should there be any change in Participant's job descriptions and/or work location.
2. Inform Life Adventures should Participant not show for work without cause and/or reason.
3. Help Participant in getting involved in cross cultural activities as available.
4. Ensure that Participant's minimum length of employment is 3 weeks and maximum is 3 months.
5. Ensure that pay to Participant is in accordance with State and Federal law.
6. Contact Life Adventures should any emergency occur regarding Participant.
7. Inform Life Adventures of any change of living arrangements as given in this agreement.

As the J-1 Work/Travel host company, _____ understands that :

company name

1. Participants must contact Life Adventures within 10 days of arriving to the USA.
2. Participants must validate their program within 10 days of the start date on the DS-2019.
3. Participants are ONLY allowed to work from the start date to the end date indicated on the DS-2019.
4. Participants are NOT allowed to switch jobs or leave employment without written consent from Life Adventures.
5. Participants are NOT allowed to start the second job without written approval from Life Adventures.
6. Participants must notify Life Adventures within 10 days of changing housing address.
7. Participants (or employers) must notify Life Adventures if the work-site address changes.
8. Participants must complete monthly check ins with Life Adventures.
9. The Work/Travel program is an exchange program. As such, the above-mentioned company agrees to assist, as available, to promoting opportunities for cultural exchange with US citizens.

Supervisor's Signature: _____ Date: _____

By signing this Agreement I, _____, understand that:

participant

1. The conditions of my employment may change based on the needs of my employer and any other unavoidable circumstances such as weather or economic state.
2. That my visa status will be change to "Terminated" in case I do not show up to the above listed work place (unless the serious reason occurs) and I will have to leave the United States immediately.

Participant's Signature: _____ Date: _____

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