

# Work and Travel Job Offer

## Section A: Host Company & Job Information

Company Name		Job Title & Description	
Name and Title of Contact Person (Authorized to Hire Employees)		Job Start Date	Job End Date
Number & Street Address of Job Site		Are these dates flexible?	Average Hours per Week
City, State and Postal Code of Job Site		Rate per Hour / Salary	Training Period Rate
Phone	Fax	Availability of Overtime and Rate	Frequency of Pay (e.g., weekly, monthly)
Email		How long until the 1st paycheck is received?	
Website		Will paychecks be issued before the Social Security number is received? YES                      NO	

**Note: Per 26CFR31.6011(b)-2, participants can legally work and receive pay as soon as they apply for the Social Security card.**

Dress Code	Deductions from Pay (e.g., uniforms) <i>Pay deductions discouraged by State Department.</i>
Meals Provided or Meal Discounts	Availability of Second Jobs in the Area / Any Rules Regarding Second Jobs
Transportation to and from Work (Please Describe / Explain)	Public Transport Options <i>If none, indicate other travel options (e.g., to grocery store).</i>

What cultural events and/or excursions are available for participants (in the community and/or arranged by you)?

Do you arrange/provide housing?  
 Yes (*complete Section B below*)                      No (*complete Section C below*)

## Section B: If you DO arrange/provide housing, please provide details.

Housing Cost per Month per Person	Housing Deposit	What is the address?	
Type of Accommodation and Furnishings		Is the housing shared?	How many per bedroom?

What items are students responsible for bringing/buying (e.g., dishes, bed linens, towels)?

## Section C: If you DO NOT arrange/provide housing, please provide 2 area housing suggestions which students may consider.

Apartment Complex/Property Name	Apartment Complex/Property Name
Address	Address
Phone	Phone
Website	Website
Approximate Rent	Approximate Rent

## Section D: Arrival Instructions

Please note the appropriate airport or bus/train station, whether you will pick up the student upon arrival, best way to get from the airport, etc.

## Section E: Additional Comments

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