

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	1.6011(b)-2, participants can legally work ar	ı nd receive pay as soon as they apply for the S	Social Security card.		
Dress Code		Deductions from Pay (e.g., uniforms) Pay deductions discouraged by State Department.			
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 If none, indicate other travel options (e.g., to grocery store).			
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 belo	ow) No (complete Section C b	elow)			
Section B: If you DO arrange/provid	e 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 fo	or bringing/buying (e.g., dishes, bed line	ens, towels)?			
Section C: If you DO NOT arrange/p	rovide housing, please provide 2 area	a housing suggestions which students	s 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					

CENET CULTURAL EXCHANGE NETWORK

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(continued)

Section F: Host Company Disclosures & Agreement					
Total number of participants you are hiring at this location for this season		Other sponsors with whom you cooperate			
Do you host participants in multiple seasons at this location? YES NO		Have you laid anyone off or YES	had any workers o NO	on strike in the past 120 days?	
I confirm that exchange visitor participants of at this worksite.		I understand that CENET wil monitoring purposes.	ll be contacting me YES	e periodically for participant NO	

I will accept the participant below as an employee for the dates and conditions listed above. I further understand and agree to the following: 1) the participant is only eligible to work during the dates listed on the DS-2019; 2) the participant is expected to return to classes in his/her home country at the conclusion of the program; 3) the program is not a way for the participant to immigrate or change visa status; 4) the participant will receive compensation commensurate with that offered to his/her American counterparts; 5) if there is a problem between the participant and the host company or if the host company must release the participant because of downturn in business or any other unforeseen difficulty, the sponsor will be notified immediately; 6) the host company will not replace the participant prior to arrival if the original job offer dates have not lapsed, even if other participants arrive earlier and are available to work sooner; 7) travel plans and arrangements should be worked out directly between the host company and the participant and that the sponsor does not control the participant's travel arrangements; 8) the participant must apply for the J-1 Visa at the U.S. Consulate in his/her home country and there is no guarantee the visa will be approved; 9) the Work and Travel Program is strictly regulated by the U.S. Department of State and the host company will abide by these regulations; 10) the sponsor must know where each participant is at all times and the host company will cooperate with the sponsor in all efforts to monitor this participant's program; 11) if the participant leaves the host company, the host company will notify the sponsor within three days; 12) this job offer is valid and I, the undersigned, have the authority to make hiring decisions at this company; and 13) someone from the sponsoring organization will be emailing and/or calling to verify this agreement and I should reply promptly to expedite the process; the participant will not be issued the DS-2019 until this agreemen

the D3 2019 until this agreement has been committed directly with the host company. Three attempts will be made to verify this agreement.				
Company Contact's Signature	Date			

Section G: Participant Acknowledgement and Agreement

How did you secure this job?

CENET arranged it. I arranged it myself.

Someone else arranged it. *Please specify the person/organization:*

I understand the job offer and agree to the conditions described above. I understand and agree to: 1) I will participate in all orientation and preparation programs sponsored by the host company; 2) I will comply with all government, company, sponsor, and landlord policies, regulations, and laws; 3) infractions, misconduct, or illegal acts may lead to dismissal from the program; 4) I MUST report to the host company approved by my sponsor and listed on my DS-2019 and remain with this company throughout my entire Work and Travel Program; 5) if I have problems with my host company, I must contact my sponsor for help; 6) I understand that I have been hired to fulfill my employer's business needs and there will be times when I will be expected to be flexible; 7) if I leave the host company listed on my DS-2019 without my sponsor's approval, I am subject to termination from the program; 8) if my program is terminated, I must return to my home country immediately at my own expense; 9) I am allowed to work a 2nd job if I choose, as long as it does not interfere with my schedule, duties, and obligations at my primary host company; 10) I am not guaranteed a 2nd job and I am responsible for finding my own 2nd job; 11) a 2nd job is difficult to find in some areas of the U.S.; 12) my host company is not obligated to change my schedule to accommodate a 2nd job; 13) if this agreement cannot be verified within 3 phone calls, the sponsor must reject the offer and I will be responsible for submitting a verifiable job offer.

Participant's Printed Name	Participant's Signature	Date