



# The WISE Foundation Work and Travel Program Job Offer

Please complete, sign, scan and email back to:  
worktravel@wisefoundation.com

This form is provided as an important part of the application process to confirm the agreement between the participant and the work site.

Participant's Printed Name:

### **Company Information**

Corporate Name:  Tax ID # (EIN):

Corporate Street Address (NO P.O. Boxes):

City:  State:  Zip Code:

Contact Person:  Title:

Web Site:  Phone number:  Fax Number:

Type of Business:  Email address:

Hours of operation:

Does your company maintain the required worker's compensation insurance:  yes  no

### **Work Location Information**

Please list the names and complete addresses of all possible different work locations. In addition please describe the facilities (e.g. 5000 sq ft retail facility with 17 employees). **\*WISE must know the participants exact work location at all times. If there are multiple work locations, please indicate which is the primary work location.\***

Work Locations:   
(Names of business and address, including city, state and zip)

Name of the organization issuing the paychecks to the participants:

Under what circumstance will the paycheck be issued:  No Social Security receipt or card needed  Participant must have applied for Social Security card and is able to provide receipt verifying application  Participant must provide Social Security card

First paycheck is received after how many weeks on the schedule  Frequency of Paycheck thereafter:

Please explain how participant will receive final paycheck (i.e. while in the US, mailed to home country, etc.)

Is a drug screen required:  yes  no Is job training required:  yes  no Is training paid:  yes  no

## Uniform Grooming Standards

Are uniforms/costumes required:  yes  no

Cost of uniform/costume

Uniform details and grooming standards:

## Positions Available

Is the participant hired for position one?  yes  no

Job Title:

Dates of Employment: From

To

\*Participants' actual work dates will be printed on their DS-2019 forms. These will be based on your dates of employment, their official summer break dates from university, and the SWT Program official dates for their country.

Description of Position/  
Expected Job Duties/  
Required Skills

English Level Required:  Beginner  Intermediate  Advanced

Hourly Wage:

Tips:  yes  no

Average hours per week:

Is overtime available  yes  no

Is overtime paid at a higher pay rate:  yes  no

Is this participant hired for position two?:  yes  no

Job Title:

Dates of Employment: From

To

Description of Position/  
Expected Job Duties/  
Required Skills

English Level Required:  Beginner  Intermediate  Advanced

Hourly Wage:

Tips:  yes  no

Average hours per week:

Is overtime available:  yes  no

Is overtime paid at a higher pay rate:  yes  no

*If more than two positions are available please contact WISE for an additional "positions available" page.*

## Cultural Exchange Information

Please describe the cultural exchange activities and events that you will facilitate for the students (trips, events, activities, company parties/picnics, etc.).

Do you need WISE's assistance in planning these cultural exchange activities?  yes  no

**Please send any advertisements or info about your cultural activities to WISE so that we can help notify our students and encourage them to participate.**

## Housing Information

Is housing provided:  yes  no

Is the participant required to sign a housing agreement:  yes  no

Type of housing:  House  Apartment  Motel/Hotel  other

Details:

Cost of Housing per week:

Does weekly cost include utilities:  yes  no

Estimate weekly cost for utilities:

How is rent collected:  Cash paid to employer

Cash paid to landlord

Payroll deduction

Details:

Frequency of rent collection:

Once per week

Every two weeks

Once a month

Is a housing deposit required:  yes  no

Deposit Amount:

When is the deposit due:

Is the deposit refundable:  yes  no

Who is responsible for the refund:

When is the deposit refunded:

For what reasons will the deposit not be refunded:

Is any part of the rent required to be paid prior to arrival  yes  no

If yes, how much?

When is the rent that is paid prior to arrival due?

How will the housing deposits and any pre-paid rent be refunded if the participant withdraws from the program prior to arrival or if he/she is denied at the US Consulate?

Addresses of all Available housing options (include city, state and zip code)

How many participants per bedroom:

How many participants per bathroom:

Do you offer co-ed housing?  yes  no

Are there cooking facilities at housing?  yes  no

Does housing have the following amenities? If you provide multiple housing options, check only those that apply to ALL housing options:

<input type="checkbox"/> Cable TV	<input type="checkbox"/> Telephone	<input type="checkbox"/> Heating/Air Conditioning	<input type="checkbox"/> Bedding (sheets, pillows, blankets)	<input type="checkbox"/> Towels	<input type="checkbox"/> Refrigerator
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Kitchen utensils/pots & pans	<input type="checkbox"/> Microwave	<input type="checkbox"/> Dining Table/Chairs	<input type="checkbox"/> Laundry facilities	<input type="checkbox"/> Couch
<input type="checkbox"/> Stove/Oven	<input type="checkbox"/> Single Beds	<input type="checkbox"/> Double Beds	<input type="checkbox"/> Bunk Beds	<input type="checkbox"/> Air Mattresses	<input type="checkbox"/> Free Wi Fi or Internet
<input type="checkbox"/> Computer	Additional housing amenities: <input style="width: 600px;" type="text"/>				

**Please include pictures of all of the housing options available. Also include copies of housing agreements.**

### Meals

Do the participants receive any meal benefits (check all that apply):

<input type="checkbox"/> Full Meal Plan:	Cost per day: <input type="text"/>	<input type="checkbox"/> Breakfast	Cost per day: <input type="text"/>
<input type="checkbox"/> Lunch	Cost per day: <input type="text"/>	<input type="checkbox"/> Dinner	Cost per day: <input type="text"/>

Is the purchase of a meal plan mandatory?  yes  no      Are meals included in the cost of rent?  yes  no

Please describe any other meal benefits:

### Transportation Information

Nearest Airport:       Nearest Bus Station:

Is transportation from the airport/bus station to employer provided :  yes  no

Method of transportation from housing to work site:  transportation not provided       Walking distance

Public transportation required and available      Cost and Details:

Transportation provided by employer      Cost and Details:

Distance from housing to work site:       Is housing within walking distance to a grocery store?  yes  no

Is housing within walking distance to shopping facilities?  yes  no

Is housing within walking distance to cultural exchange opportunities?  yes  no

### Social Security Information

Where is the closest social security office:

Is Social Security application assistance provided:  yes  no

If yes, please provide details on the type of assistance (transportation to SS office, SS on work site, etc.)

### Additional Information

Any additional details which would help the participant to have a realistic expectation of the job and housing.

Include any agreements the participants would sign upon arrival.

#### Note to employer:

Should any aspect of the site information change, you should inform WISE accordingly. You should provide participants with any documents you feel are necessary prior to their arrival. Regulations governing the Summer Work Travel exchange program require that sponsors shall advise program participants regarding Federal Minimum Wage requirements and shall ensure that the participants receive pay and benefits commensurate with those offered their American counterparts [22 CFR 62.32 (e)]. By completing and signing this form you are agreeing to hire the above international student on a temporary basis for the duration of time indicated above. The above-named student is participating in the WISE Foundation Summer Work and Travel Program. All information provided must be complete and accurate, providing false information is a violation of the Department of State Exchange Visitor Program regulations. By completing and signing this form, you certify that you are in compliance with the Fair Labor Standards Act and that the pay and benefits are commensurate with those offered American counterparts.

Employer's Printed Name:

\_\_\_\_\_  
Employer's Signature      Date

Participant agreement to terms of employment: I accept to the above job offer and the terms of employment. I understand that the conditions of my employment may change based on the needs of my employer and any other unavoidable circumstances. If housing is indicated that it is available, it is my responsibility to confirm with my local representative or WISE to ensure that all necessary steps have been taken to secure a room at housing. Signing this document does not secure or reserve housing for me.

Participant's Printed Name:

\_\_\_\_\_  
Participant's Signature      Date