



2016 Work and Travel Employment Verification (EV)

PARTICIPANT INFORMATION			
J-1 Participant First Name		J-1 Participant Last Name	
		Gender Female Male	
HOST COMPANY INFORMATION			
Legal Business Name (<i>MUST provide copy of business license</i>)		Workers Comp Provider (<i>MUST provide copy of workers comp declaration sheet</i>)	
Doing Business As (DBA) or Trading Name		Workers Comp Policy #	
Federal Tax ID # (EIN)		Host Company Website	
Worksite Address (<i>address where participant will work</i>)		Name and job title of person authorized to hire Participant	
City	State	Zip	Telephone Number
Worksite Telephone Number	Off-season Phone Number		Name and job title of worksite supervisor
Fax Number	Skype ID	Email	Telephone Number
JOB INFORMATION		JOB DETAILS AND WORKPLACE ENVIRONMENT	
Job Title		Job description, i.e., expectations, requirements, duties, physical demands (e.g., lifting, standing, repetitive motions, hot cooking surfaces, using cleaning products, wearing latex gloves, walk-in refrigerators/freezers), quotas that participants must meet and if specific skills or experience is required	
Job Start Date (mm/dd/yy)	Job End Date (mm/dd/yy)		
Flexible Start Date Yes No	Flexible End Date Yes No		
If yes, describe flexibility	If yes, describe flexibility		
Estimated work hours per week From (low) To (high)	Estimated # of work days per week		
ATTENTION: <i>Although the Host Company agrees to make a good-faith effort to provide the hours listed on this EV, it is understood that actual hours can change based on business needs, Participant performance, weather, natural disasters, etc.</i>		Describe workplace environment (e.g., inside, outside, hot, sunny, cold, noisy)	
Hourly Wage \$	Pay Frequency	List multiple worksite addresses (if applicable)	
Tips Available Yes No Maybe	Estimated tips per shift \$0 - \$		
Are overtime opportunities available Yes No Maybe	Overtime Rate \$		
Is there a training period Yes No	Hourly wage during training period \$ per hour	Describe uniform / dress code / grooming standards / prohibited personal effects (e.g., visible piercings, tattoos, etc.)	
If there is a training period, describe number of days, hours per day, etc.			
Describe any initial costs Participant may incur upon arrival (e.g., training, uniforms, etc.)			
Describe any regular payroll deductions (e.g., rent, transportation, meals)		Describe the surrounding community (e.g., rural, urban, resort)	
ATTENTION: <i>Any payroll deductions must be agreed upon in writing by Participant (separate to this EV), and must be itemized on Participant's pay-stubs</i>		List cultural activities and events you will recommend to participants and/or will be organizing (e.g., museums, company outings, festivals, historic sites, etc.)	
If a meal plan is available at Host Company, please describe (e.g., cost, frequency)			
Schedule allows for secondary jobs Yes No		IMPORTANT SOCIAL SECURITY AND E-VERIFY INFORMATION Please indicate what delay, if any, Participant can expect in relation to his/her Social Security Number (SSN) and E-Verify. Check all that apply: Participant can begin work, <u>only</u> after receiving SSN Participant can begin work, but will not get paid, before receiving SSN Participant can begin work, and get paid, <u>only</u> after applying for SSN Participant can begin work, and get paid, regardless of SSN status E-Verify required by Host Company (Note: E-Verify process could cause delay in issuance of 1 st paycheck to Participant)	
ATTENTION: <i>All secondary jobs must be vetted and authorized by CICD prior to the beginning of employment</i>			
Level of English required for this job Beginner Intermediate Advanced Native Speaker			
W4 and W2 forms will be completed (Note: 1099 contracts are not permitted) Yes No			
Participants and U.S. staff receive the same pay for the same job position Yes No			
Drug/substance test required? Yes No	If yes, describe		
Additional information such as an employee handbook attached or provided separately Yes No			
<i>e-signatures not accepted</i>		<i>e-signatures not accepted</i>	
Signature of J-1 Participant		Signature of Authorized Host Company Representative	
Date		Date	

HOUSING INFORMATION					
Is housing prearranged by Host Company or its representatives Yes, housing is arranged by Host Company No, Participant must find their own housing Maybe, assistance available, but housing is not guaranteed		Describe type of housing (e.g., house, apartment, dorm-style, motel, etc.), and list provided amenities (e.g. does housing have bunk-beds, double beds, air mattresses; does it include bedding, towels, heating/air conditioning, kitchen supplies, microwave, refrigerator, stove/oven, table/chairs, Internet, laundry facilities)			
If yes: Is Participant required to stay at provided housing Yes No					
Is Participant required to sign a housing agreement Yes No <i>If yes, please provide copy of the Housing Agreement to CICD</i>					
Name of Housing Contact		Approximate # of people per room		Approximate # of people per house/apt	
Housing Contact Telephone		Is housing furnished Yes No	Housing has full kitchen Yes No	Does each Participant have his/her own bed Yes No	
Housing Contact Email		Distance to amenities (e.g., stores, restaurants)		Distance to town or city center	
HOUSING COST DETAILS (i.e., RENT)			HOUSING DEPOSIT DETAILS		
Cost of Rent \$ per		Estimated cost for utilities if NOT included in rent \$	Deposit Required Yes No	Deposit Amount \$	Refundable deposit amount \$
Rent includes Internet Water Electricity Phone Cable TV Sewage		How is rent collected and at what frequency	When is the deposit refunded	For what reasons will a deposit NOT be refunded	
TRANSPORTATION			ARRIVAL INFORMATION		
Transportation to and from worksite is provided Yes No		Transportation to Social Security office provided Yes No		Nearest Major Airport	Nearest Train and/or Bus Station
Cost of Provided Transportation \$ per		Cost of Social Security transportation \$ per		Airport, bus or train station pick-up provided at arrival Yes No	Cost of pick-up services \$
Name, phone, and email of transportation provider			Name, phone, and email of pick-up provider		
Other methods to get to worksite or amenities Bus Shuttle Train Other: Bike Walking Taxi		Participant can safely walk or bike to work on sidewalks or bike lanes Yes No		Does pick-up need to be arranged in advance of arrival Yes No	If yes, please describe
Distance from housing to Worksite	Additional transportation information		Additional arrival information		
PARTICIPANT AGREEMENT			HOST COMPANY AGREEMENT		
<p>I, the Participant, have read and fully understand this 2 page agreement, confirm, agree with and accept all of these terms and conditions:</p> <ol style="list-style-type: none"> To work for the Host Company for the time period described to the best of my ability. To give immediate written notification to CICD should I or the Host Company alter the dates of employment or terminate the employment for any reason. That I cannot, under any circumstances, begin to work for any employer (including the one listed on this EV) until CICD has completed its vetting process with that company. I understand that failure to comply with this rule can result in program termination. That I have received adequate and appropriate pre-arrival information from my local agency and CICD to prepare me for this program and I have read all provided materials. If I have any questions or concerns about any housing contracts (or any other matters before or during the program) I shall immediately contact CICD <i>before</i> signing any contract(s), as it is my responsibility to do so. That failure to comply with enumerated program regulations (e.g., checking in with CICD upon arrival, responding to monthly monitoring, reporting changes of residence, not starting work at unverified jobs, responding to CICD monthly outreach/monitoring efforts, etc.) can result in program termination. That my job duties and responsibilities may vary and that my employment is "at will" and can be ended at any time and for any reason by either myself or HC. That this Employment Verification in no way constitutes an employment or staffing contract between CICD and Participant. That the actual hours I may work per week can vary greatly depending on the host company's local business economy and other factors such as broken equipment, bad weather, poor performance, my own violations of company policy, natural disasters etc. That all information disclosed to me by CICD and/or its partners and representatives regarding this job offer shall be deemed confidential, not shared with non-CICD-affiliated entities, and used only for the purposes of CICD sponsorship of my program. Not to use this EV for any purposes not authorized by CICD, disclose it to others, or fraudulently use a DS-2019 form. <p>Hold Harmless: By signing below I understand, confirm and accept that: I shall participate in accordance with the rules and expectations of the SWT program; CICD cannot guarantee or assure that there will not be problems or challenges which may lead to changes in my program, my expulsion, firing, dismissal or termination of my program. I understand termination is at the sole judgment and discretion of CICD. CICD is my J-1 visa Sponsor organization and can in no way be construed to be my employer. The Host Company named in this contract is my employer for the duration of the agreed-upon employment. I do hereby promise, undertake and guarantee to hold CICD harmless and to indemnify CICD and all other persons connected with the Work and Travel program from all liabilities, claims, actions, damages, expenses and losses of any nature whatsoever that I may cause or be caused by any aspect of the program or any other person(s) connected with the program.</p>			<p>As the authorized representative of the Host Company detailed in this EV, I hereby understand, certify and agree that:</p> <ol style="list-style-type: none"> Host Company (HC) Verification: HC authorized representative has reviewed program information in this and other CICD Work and Travel documents, including the <i>Host Company Application and Agreement</i>, all of the information provided by HC is true and accurate; HC offers the Participant the herein-described employment. Host Company Responsibilities: participants shall not be threatened with program termination or deportation; HC shall notify CICD promptly when: Participants arrive at the work site(s) at onset of program; if there are any changes in job placements before or during the Participants' programs, if Participants are not meeting the requirements of their job placements, if Participants leave their positions prior to planned departures; in the event of any emergency or any situations that may impact health, safety, or welfare Arbitration and Choice of Law: Any unsolvable dispute or disagreement that may arise from this Employment Verification shall be referred to a single arbiter agreed upon by the parties, or if no single arbiter can be agreed upon, an arbiter or arbiters shall be selected in accordance with the rules of the American Arbitration Association. Choice of Law: and that all disputes arising from this document shall be governed by and resolved in accordance with the laws of the State of Washington, USA. No other law shall be applicable. Any lawsuit in connection with this document in any manner may only be brought in King County, Washington, USA. Hold Harmless: CICD cannot guarantee or ensure that there may not be problems or challenges which may lead to the expulsion, firing, dismissal or termination of the Participant's program participation at the sole judgment and discretion of CICD; CICD is the visa Sponsor organization and can in no way be construed to be the employer of the Work and Travel Participant in the U.S.; The HC is the employer for the duration of the agreed-upon employment, and does hereby promise, undertake and guarantee to hold harmless and to indemnify CICD and all other persons connected with the Work and Travel program from all liabilities, claims, actions, damages, expenses and losses of any nature whatsoever caused by or arising from any aspect of the program (e.g. damages caused by Participant) and all other persons connected with the program. Temporary Position: The HC is offering only temporary or seasonal employment of its own free will to the Participant, and has not received compensation or incentives. Verify participant dates: Obtain copy of participant's DS 2019 form upon arrival. J-1 participants are legally authorized to work within the dates listed on their DS 2019 form. Contact CICD to ensure that participant's program is in good-standing. The primary purpose of the J-1 Work and Travel program is cultural exchange. Host Company will strive to actively organize cultural activities and events for program Participants, encourage them to participate, and send updates to CICD. 		
<i>e-signatures not accepted</i>			<i>e-signatures not accepted</i>		
Signature of J-1 Participant		Date	Signature of Authorized Host Company Representative		Date