



# The WISE Foundation Work and Travel Program Job Offer

Please complete, sign, scan, and  
e-mail to:  
Employers@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: Doing Business As : |

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

City: State: Zip Code:

Contact Person: Title:

Web Site: Phone Number: Tax ID # (EIN):

Hours of operation: Email address:

## ***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:

\*If different than corporate name, please explain.

I agree to pay the student prior to the receipt of their social security card, so long as they can provide receipt verifying application.      Yes      No

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 check the cultural exchange activities and events that you will facilitate for the students.

Picnics/ Barbeques

Team Bonding Activities

Festivals/Fairs

Company Parties

Sporting Events

Local Historical Sites

Museums

Volunteer Opportunities

Amusement Parks

Other:

**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:

When is first month's rent due? \_\_\_\_\_ Rent is to be paid on the \_\_\_\_\_ of each month.

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? \_\_\_\_\_

Is rent prorated for less than a month's stay?    Yes    No    If yes, how will it be calculated? \_\_\_\_\_

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: _____				

Distance of housing from work site: \_\_\_\_\_ Is housing within walking distance to a grocery store?    Yes    No

Is housing within walking distance to a shopping facilities?    Yes    No

Is housing within walking distance to cultural exchange opportunities?    Yes    No

***Pictures of housing are required. 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):

No meal benefits offered

Full Meal Plan: Cost per day: \_\_\_\_\_

Breakfast Cost per day: \_\_\_\_\_

Lunch Cost per day: \_\_\_\_\_

Dinner Cost per day: \_\_\_\_\_

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

If yes, please provide details:

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: \_\_\_\_\_

### Social Security Information

Where is the \_\_\_\_\_  
closest social security office:

Will you provide transportation to the SS Office?: Yes No

If other assistance will be provided, please explain:

### 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