



2016 HOST EMPLOYER INFORMATION

Thank you for your interest in participating in the J-1 Summer Work and Travel Program. We look forward to working with you this upcoming season.

The purpose of this document is to gather information needed for WISE to vet your company as a Host Employer in accordance with Department of State regulations. This document is also intended to provide you with some important information and details about the responsibilities that WISE, the participant, and your company share in order to make the program successful and fulfill program requirements.

The Foundation for Worldwide International Student Exchange (**WISE**) is a ***SPONSOR*** designated by the U.S. Department of State Exchange Visitor Program for the J-1 Summer Work and Travel program. Through this program, college and university students traveling during their summer break will have the opportunity to live in the U.S. for a 3-4 month period while working in a temporary or seasonal position as a means of being able to take part in a cultural exchange experience in the United States.

As a Host Employer, you have the opportunity to help these individuals globalize their perspectives, providing a rewarding experience for your company and the participant.

Most J-1 participants return to their country with life-changing perspectives, having forged lasting and important relations with their Host Employer peers, managers and members of the nearby communities.

We are excited to work with you to create an exceptional experience for your company and the international participant.

If you are ready to become a Host Employer complete the following page with your company information:

- Read the guidelines
- Sign the guidelines
- Provide the following documents:
 - Job Offer for jobs being offered (a WISE document sent with this application)
 - Worker's Compensation
 - Business License
 - If housing is provided - Pictures of housing

Once all documents have been provided to WISE for vetting, We will contact you if we need further details and to coordinate the next steps. Stay tuned at this point for informative educational emails to help guide you through your J-1 Work and Travel journey. We look forward to working with you!



2016 HOST EMPLOYER APPLICATION

Company Information

Please complete, sign, scan, and e-mail or fax to: Employers@wisefoundation.com, or our fax # is: 770-579-0219

Corporate Name:

Tax ID # (EIN):

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

City:

State:

Zip Code:

Contact Person

Title:

Web Site:

Phone #:

Fax #:

Email address:

Hours of operation:

Summer Work and Travel Participants may only work in positions that are **Seasonal or Temporary**. The purpose of this chart is to verify that your site fits this description. Please complete the chart below with the approximate expected number of **Staff** you employ each month. If closed during a given month, please enter N/A.

Month	January	February	March	April	May	June	July	August	September	October	November	December
# of Staff												

Per the rules of the program, employers are only authorized to hire participants during 2 out the 3 Work and Travel Seasons.

Please indicate which season(s) in which you will be hiring students: Winter Spring Summer

Work Location Information

Please list the names and complete addresses of all possible different work locations. If you are unable to fit all locations please add an extra sheet to the application with all work locations on in it .

Work locations:

(Names of business, address with city, state and zip)

Types of jobs available:

Do you supply housing? Yes No

3rd party employer / staffing agencies / management companies are companies that meet one or more of the following criteria: 1) A business that hires individuals for the express purpose of supplying workers to other businesses. Typically, the other businesses where workers are placed pay an hourly fee per employee to the staffing/employment agency, of which the worker receives a percentage **OR** 2) a management company that is hired by an organization to manage entire properties or departments within said organization. The management company only controls certain aspects of the business.

3rd party companies or Management companies are eligible to hire J-1's if the following criteria are met:

Your company must effectively control the worksites, e.g., have hands-on management responsibility for the participants that are directly employed by your company including scheduling. Participants must be employees of and paid by the staffing agencies. (your company) Your company must provide **full time, primary, on-site supervision** of the participants.

Based on the above information are you considered a third party? Yes No **If YES, please fill out the**

Name of Supervisor _____

Supervisor information

Title of Supervisor _____

Email _____

Phone Number _____

Guidelines for employment of J-1 Work and Travel Participants:

- Host Employer must adhere to the objectives, sponsor guidelines and government regulations of the J-1 Summer Work Travel Exchange Visitor Program (22C.F.R. Part 62).
- Host Employer plays an important role of providing employment for the participant and by helping to facilitate the cultural exchange opportunities and activities to meet the goals of the program.
- Host Employer will review the manual and the educational e-mails provided by WISE and ask any questions that arise in preparation for a successful cultural exchange program.
- Host Employer will maintain open communication with WISE to ensure changes in program, employment issues, or participant health, safety, and welfare are addressed in a timely manner to ensure a successful program.
- Host Employer complies with all Federal, State and Local laws regarding employment and occupational health and safety.
- Host Employer agrees that J-1 Summer Work and Travel Program participants should be treated the same as regular employees with respect to hours, pay, disciplinary issues, recognition, and interaction in the workplace.
- Host Employer maintains and extends Worker's Compensation coverage to all employees if mandated by state law. If not mandated by law, WISE will ask for proof of appropriate liability insurance.
- The Host Employer will pay participants in accordance with minimum wage standards but not less than the prevailing wage for the position. Pay rates will be equal to that of other staff with the same experience, availability, time of service, and ability. Host Employer is required to pay participants for any overtime work in accordance with state-specific and federal employment laws.



- Due to the fact that our students are not U.S. citizens many of them will apply for a social security number after they arrive. Host Employer understands the DS-2019 form and I-94 card will provide proof of authorization to work and is their means of applying for a social security card which they will do shortly after arrival. Further information on this subject can be found at <http://wise.wisefoundation.com/wise-programs/work-travel-j-1-program/social-security-card/>
- Host Employer will obtain advance written permission from the participant for any payroll deductions or changes to payroll deductions (e.g. housing deposits and rent). Host Employer will ensure that any wage taken by Host Employer from participant to cover the cost of employee housing do not violate the Fair Labor Standards Act regulations set forth at 29.CFR.531
- The positions filled by the participants are seasonal or temporary in nature. Host Employer will only hire J-1 Summer Work and Travel Program Students for maximum of 2 of the 3 seasons offered out of the year. (Winter, Spring, and Summer) in order to meet Department of State guidelines.
- Host Employer has not hired program participants to fill positions open as a result of displacement of any domestic U.S. workers.
- Host Employer has not experienced any layoffs in the past 120 days and do not have workers on lockout or on strike.
- Host Employer's J-1 participants will work alongside regular employees and interact with clientele to experience U.S. culture during the workday portion of their Summer Work Travel Program.
- Host Employer understands participants work-hours must fall predominantly between 6 A.M. and 11 P.M. and that they may not work in an overnight or third shift position.
- Host Employer is expected to make good faith efforts to provide J-1 participants with the number of hours of paid employment per week as written on the job offer and agreed to in the vetting process.
- Host Employer certifies that all offered jobs are available for the entire employment period stated on the job offer. Host Employer agrees to notify WISE immediately if any of the terms of the job offer change in order to receive approval for these changes. (Example - change of position, location, performance concerns, etc.)
- Host Employer will ensure all managers, supervisors who will be **in any way** responsible for the J-1 Summer Work and Travel Program participants are properly trained in the regulations, goals, and objectives of the program. WISE will provide resources to assist Host Employer in this process to ensure a successful program for all parties.
- Host Employer understands and agrees that neither Host Employer nor any managers, supervisors, other staff members, etc. should make any threats of any nature against the participants visa status or ability to participate in the program. Host Employer understands that they do not have the right or ability to change a participant's visa status, and no comments on the topic should be made to the participants about this to avoid misunderstandings. Any questions about the participant's visa status should be directed solely to WISE.



By signing below, I agree to follow these guidelines. I understand that WISE is here to assist and support our organization through the entirety of the program. I will use the resources and assistance from WISE whenever necessary. I further certify I am authorized by the Host Employer stated herein to extend employment offers to international participants and I am a direct employee of Host Employer.

Printed Name of person signing the document below

Title of person signing the document below

Email of person signing the document below

Signature

/ /

Date