

# Work & Travel USA

Employment Offer Agreement Form Winter 2011



Name of CIEE Representative:

Country:

Interviewed by (name):

Representative Code:

Date (day/month/year):

Please fill in form using all capital letters.

## Employer Section

Company Name:

Street:

City:

State:

Zip:

Phone:

Fax:

TaxID:

Website:

How many international students do you intend to hire?:

**Offer made to** Please fill out one application per student.

First name:

Middle initial:

Last name:

## Job Information

Worksite address (if different from above) Street:

City:

State:

Zip:

Dates of employment: From (DD/MM/YYYY):

To (DD/MM/YYYY):

Maximum of four (4) months

Manager's name:

Manager's phone:

Manager's e-mail:

Off season phone:

Student job title:

Job description:

Wage per hour:

Average number of hours per week:

Is an end of season bonus available?

Yes  No

If yes, how much:

Does employer provide housing?

Yes  No

If yes, cost of housing:

Housing deposit:

Type of accommodation (house/hotel/etc):

How many people share room?:

How many people share house?:

Is housing furnished?:

The student named above has been offered a temporary position with the company by an authorized company representative and the salary and other terms are commensurate with those of his/her U.S. counterparts. I have reviewed the attached Employer Declaration and agree to abide by its terms. (If an Employer Declaration was not provided, please contact CIEE at 1.888.268.6245 or visit [www.ciee.org/employer/declaration](http://www.ciee.org/employer/declaration).)

Name of person completing this form:

Title:

Signature:

Date (DD/MM/YYYY):

Are you an employee of the company listed above?

Yes  No

If no, please complete Company name:

Telephone:

Are you an

Employment agency  Staffing company  Other:

## Work & Travel Participant Section

By signing below, I indicate my understanding and agreement with the following terms:

- Any position offered to me is not a firm, irrevocable offer and may be revoked at any time before I commence employment. In the event that the employer revokes this offer, CIEE will assist me in my effort to find alternative employment, but CIEE makes no guarantee that its effort will be successful. I will be an employee-at-will, and my employment relationship may be terminated at any time by the employer.
- I fully understand the job position listed above. I have reviewed all information related to this position, as provided to me by my employer and CIEE Representative (if applicable). The terms above are general in nature and my hours and duties are subject to change. I will report to the employer listed above within five days of arrival in the United States. I will work for a period that will not exceed the end date on my DS-2019 form.
- I will adhere to all CIEE and CIEE Representative rules regarding employment and program participation, including the Terms and Conditions / Participant Declaration which forms part of my program application. Should I change jobs without receiving prior permission from CIEE and my CIEE Representative, or if I violate other CIEE or CIEE Representative rules, CIEE may terminate its sponsorship of me and I will be required to return home. I also understand that such termination may prevent me from receiving future U.S. visas.

Name:

ATLAS ID:

Signature:

Date (DD/MM/YYYY):

How did you find your job?

CIEE Representative

Employment Agency

Directly with employer

Internet

Other:

THE PARTICIPANT MUST SEND THE ORIGINAL SIGNED AGREEMENT TO HIS/HER CIEE REPRESENTATIVE.  
THE PARTICIPANT MUST ALSO SEND A COPY TO THE EMPLOYER AND KEEP A COPY FOR HIS/HER OWN RECORDS.

## Employer Information and Declaration

### Dear Employer,

Thank you for your decision to become a host employer for our Work & Travel USA program. Your participation in this program continues a long tradition of U.S. employers who have capitalized on a unique opportunity to bring an international dimension to their workplace while providing a life-changing experience to foreign students.

### About CIEE and the Work & Travel USA Program

Established in 1947, the Council on International Educational Exchange (CIEE) is a world-leader in language learning and cultural exchange services. CIEE is authorized by the U.S. State Department under section 101 (A)(15)(J) of the Immigration and Nationality Act to provide the necessary legal sponsorship that allows eligible foreign nationals to obtain the J-1 "Exchange Visitor" visa. The Work & Travel USA program is offered to bona fide university students screened for maturity and ability to get maximum benefit from undertaking casual seasonal work for up to 4 months during their university holiday time. The Exchange Visitor Program Regulations in full can be found in the Code of Federal Regulations (22 CFR Part 62).

### Jobs that are NOT allowed are:

Au pair / nanny / babysitting / domestic labor / camp counselor / teacher / coach / medical, veterinary, pharmaceutical services, or any job that requires direct patient contact or dispensing of medication / adult entertainment industry jobs / crew member on ships or airplanes, or as pilots / sales jobs involving purchasing sales merchandise to resell (e.g. door-to-door sales) / employment through employment agencies.

### Communicating Pertinent Information To Your Participants

Setting student expectations correctly is key. We strongly recommend that you pass along information to your hired workers prior to their arrival in the U.S. Such information could range from workplace rules and uniform requirements to details on housing to local area information and transportation instructions. CIEE recommends that you provide this advance information because it allows participants to prepare accordingly. Email is usually the best way to communicate with participants before they arrive in the U.S.

### Housing

If you do not include housing in your offer to the students you hire, pointing participants in the right direction is helpful. This greatly eases the transition to living in a new country. We recommend that you provide this advice to participants while they are still in their home country so that they can get a jump-start on their housing plans. Past housing options for Work & Travel participants have included furnished apartments, shared houses, hostels, long-term motel rentals, and rooms in private homes. All housing should adhere to all local, state, and federal health & safety and employment laws designed to protect the participant both in the workplace and in any Employer arranged accommodations.

### Transportation to work

Your international staff will probably take some time to become accustomed to transportation in the U.S. Please take the time to advise them on the safest and best ways to travel to work. If they are cycling, please remind them to wear a helmet, pick the best routes, and use lights when necessary.

### Insurance

Each participant is provided with basic travel insurance through CIEE as part of their program (for full policy details please refer to <http://www.ciee.org/insurance>).

### The First Few Days

SEVIS Regulatory Requirements All participants on J-1 exchange visas are required to register their whereabouts electronically with the Department of Homeland Security (DHS) through SEVIS—the Student and Exchange Visitor Information System. This requirement is extremely important since students Exchange program will terminate if they fail to comply. Participants have two primary responsibilities within SEVIS:

1. Within 20 days of the program start date printed on their DS-2019 Form, they must confirm with CIEE that they have begun their work exchange program

and also provide their U.S. address (PO boxes aren't permitted).

2. Within 10 days of changing their home address during their stay, they must provide CIEE with this new address. Participants may use the CIEE website [www.mysevis.com](http://www.mysevis.com) to give us this information. We will upload their entries into the U.S. government SEVIS system. Allowing your participants to register online at your company would help to guarantee that these requirements are being met. Participants can also contact CIEE at 1.888.268.6245 or [contact@ciee.org](mailto:contact@ciee.org) to provide the required information.

You can also help to ensure that your participants are adhering to these requirements by:

1. Reminding participants of the importance of confirming the start of their program and updating their address as necessary.
2. Notifying CIEE of any students who do not arrive as scheduled or if a participant leaves work before their scheduled end date.
3. If you are looking to hire a student who is changing employers or seeking a second job, direct them to contact CIEE to secure permission authorizing them to work for you. This process will protect the interest of the original employer and make sure that both employers, the participant, and CIEE are in agreement with the new situation. The original employer's (or CIEE's) name will remain on the DS-2019 form.

### Social Security and Payroll

Many participants will arrive at your workplace without having applied for a Social Security number. To obtain a Social Security number, students must complete an Application for a Social Security card (Form SS-5). To find the nearest Social Security office, look in the telephone book under "Social Security Administration," call toll-free 1.800.772.1213, or visit the Social Security website at [www.ssa.gov](http://www.ssa.gov). Please note that participants should complete their SEVIS registration at least 48 hours before applying for a Social Security card.

Although students are required to have a Social Security number, they are allowed to work before they have received one as long as they have applied for the number and have a receipt of their application. The SSA provides the following advice (visit [www.ssa.gov/employer](http://www.ssa.gov/employer) for more details): Provided that participants apply for a Social Security number within seven days of commencing work, they are in compliance with the law and may work and receive paychecks. Participants can demonstrate that they have applied for their Social Security number either by (1) showing a copy of the application form that was submitted, or (2) showing any acknowledgement of receipt provided by the SSA, or (3) showing a statement signed by the employee.

### Payroll

Work & Travel participants are required to pay some taxes just like any other taxpayer and are exempt from other taxes as a nonresident alien. Participants must pay:

- Federal income taxes
- State incomes taxes
- Local income taxes

Participants do not pay:

- Social Security taxes
- Medicare taxes

If you have any questions pertaining to this Employment Offer Agreement Form or need additional information please call 1.866.351.9949.

### Employer Declaration

I acknowledge the aims and objectives of the CIEE Work & Travel USA program as a U.S. Department of State authorized Exchange Visitor Program allowing qualified foreign students to undertake a period of employment of no more than four months during their college/university vacation period. I confirm that the salary and other terms offered are commensurate with the participant's U.S. counterparts. I agree to abide by all local, state, and federal health, safety and employment laws.