

# WISE FOUNDATION

## SUMMER WORK AND TRAVEL 2008

### SELF PLACEMENT JOB OFFER



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**

Company Name:

Tax ID# (EIN):

Street Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email address:

Type of business:

#### **Job Description**

Job Title:

Dates of employment:

Description of position:

Specific qualifications required:

English level required  Beginner  Intermediate  Advanced

Describe working conditions:

Hourly wage: \$ \_\_\_\_\_ Tips:  Yes  No

First paycheck received after \_\_\_\_\_ weeks on schedule.

Frequency of paychecks:  Weekly  Every Two Weeks  Monthly  Other Details:

Estimated weekly wage including tips: \$ \_\_\_\_\_ Bonus:  Yes  No Amount of bonus: \$ \_\_\_\_\_

Is job training required?  Yes  No Length of training: \_\_\_\_\_ Is training paid:  Yes  No

Is there a possibility for the student to change positions within the company at the student's request?  Yes  No

Is a drug screen required:  Yes  No

Does the employer maintain the required workers compensation insurance?  Yes  No

**Housing**Does employer provide housing?  Yes  NoIf not will you assist the student to find housing?  Yes  NoIs the student required to sign a housing agreement?  Yes  NoType of housing (if provided):  Dormitory  Apartment  Motel/Hotel  Other Details:Cost of housing per week (if provided): \$ Are housing cost deducted from the paycheck?  Yes  NoIs a housing deposit required?  Yes  No Is the deposit refundable?  Yes  No

Who is responsible for refunding the deposit?

For what reasons will the deposit not be refunded?

Address of housing?

How many participants per bedroom?

How many participants per bathroom?

Do you offer co-ed housing?  Yes  NoAre there cooking facilities at housing?  Yes  No

Does housing have the following amenities? Please check all that apply:

 Microwave  Refrigerator  Telephone  TV  Computer/Internet access  Air conditioning  Table/Chair Sheets  Pillows/Pillowcases  Towels  Blankets  Kitchen utensils/pots & pans  Exercise facilities Dishwasher  Couch  Laundry facilities  Bunk Beds  Single Beds  Double Beds  Air Mattresses

Additional housing amenities:

Are students obligated to live in housing provided upon arrival?  Yes  NoDuring their stay can students find alternative housing to what was originally provided?  Yes  No

If yes, please explain details:

**Meals**

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

 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  NoAre meals included in the cost of rent?  Yes  No

Please describe any other meal benefits:

**Transportation**

Nearest Airport:

Nearest Bus Station:

Is transportation from the Airport/Bus Station to Employer provided:  Yes  No

Details:

Method of transportation from housing to work site:

 Walking distance Public transportation required and available – Cost \$ Details: Transportation provided by employer – Cost \$ Details: Participants must arrange own transportation

Distance from housing to work site?

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

**Social Security**

Social Security application assistance is provided?  Yes  No

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

Where is the closet Social Security office?

Distance from work site:

**Uniforms/Grooming Standards**

Are uniforms/costumes required?  Yes  No Cost of uniform/costume? \$

Do students need to purchase specific clothing or footwear?  Yes  No

Details:

Does employer have grooming requirements?  Yes  No

Details:

**Additional Information**

**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 requires 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 the participant's responsibility to confirm with their 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 the participant.

\_\_\_\_\_  
Participant's printed name

\_\_\_\_\_  
Participant's signature

\_\_\_\_\_  
Date