

# WISE FOUNDATION WORK AND TRAVEL 2008 Employer Profile



## Company Information

Company Name:

Street Address:

City:

State:

Zip Code:

Type of business:

*Address of work site where student will be working (if different from above)*

Street Address:

City:

State:

Zip Code:

Number of employees on site:

Website:

## Hiring Information

How often are employees paid?  Weekly  Every Two Weeks  Monthly  Other, explain:

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

Are you willing to hire groups of friends?  Yes  No

Are you willing to hire couples?  Yes  No

Is drug testing required for the jobs?  Yes  No

At the students request will you provide a recommendation letter?  Yes  No

## Housing

Does employer provide housing?  Yes  No

If not will you assist the student to find housing?  Yes  No

Is the student required to sign a housing agreement?  Yes  No

Type 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  No

Is 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  No

Are 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

Linens  Kitchen utensils/pots & pans  Exercise facilities  Laundry facilities

Additional housing amenities:

Are students obligated to live in housing provided upon arrival?  Yes  No

During their stay can students find alternative housing to what was originally provided?  Yes  No

If yes, please explain details:

**Transportation**

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  No

Is housing within walking distance to a shopping facilities                      Yes  No

**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  No

Are meals included in the cost of rent?  Yes  No

Please describe any other meal benefits:

**Work Hours and Dates**

Minimum average number of hour per week that the participants can expect to work?

Possibility of participants receiving more than the average hours:  Good  Average  Slight

In what month(s) can participants expect to receive the most hours?

In what month(s) can participants expect to receive the least hours?

Maximum number of hours participants will be allowed to work in one week?

Hours per week during training period?                      Do participants begin work as soon as they arrive?  Yes  No

Does your company only operate on weekends before or after specific dates?  Yes  No

If yes, please provide details:

Do you pay overtime?  Yes  No                      If yes, at what number of hours do you pay overtime?

Earliest date participants can start work: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

Latest date participants can start work: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

Earliest date participants can end work: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

Latest date participants can end work: \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

Minimum time period students should be available to work:

Are students required to arrive or depart on specific days of the week or times of the day?  Yes  No

Transportation to worksite from arrival in US:  Employer will arrange pick-up  Public transportation  Other

Details:

**Social Security**

Does your company require participants to have applied for Social Security prior to arriving at the work site?  Yes  No

Does your company provide Social Security application assistance?  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:

How will students be paid prior to receiving their Social Security number?

## **Geographic Details**

Location of work site is best described as:  Remote/Rural  Resort/Ocean/Lake  Suburban  Metropolitan/Industrial

Details:

Nearest major city:

Nearest major airport:

Distance:

Available public transportation:  Intercity bus  Greyhound bus  Intercity subway  Train

Public transportation access:  Walking distance  In town/accessible  Requires additional transportation

Accessible Amenities:

Grocery Store:  Walking distance  In town/accessible  Requires transportation

Shopping Mall:  Walking distance  In town/accessible  Requires transportation

Post Office:  Walking distance  In town/accessible  Requires transportation

Bank:  Walking distance  In town/accessible  Requires transportation

Movie Theater:  Walking distance  In town/accessible  Requires transportation

Restaurants:  Walking distance  In town/accessible  Requires transportation

Fitness Center:  Walking distance  In town/accessible  Requires transportation

Laundry:  Walking distance  In town/accessible  Requires transportation

Internet Café:  Walking distance  In town/accessible  Requires transportation

Public Library:  Walking distance  In town/accessible  Requires transportation

Does employer permit participants to find a second job?  Yes  No

Possibility of student finding a second job in the area:  Very good  Average  Difficult/Not possible

Does employer assist in finding participants a second job?  Yes  No

## **Job Descriptions**

### Position One

Job Title:

Number of positions available:

Description of position:

Specific qualifications required:

English level required  Beginner  Intermediate  Advanced

Describe working conditions:

Hourly wage: \$ Tips:  Yes  No

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

**Job Descriptions**

Position Two

Job Title:

Number of positions available:

Description of position:

Specific qualifications required:

English level required  Beginner  Intermediate  Advanced

Describe working conditions:

Hourly wage: \$                      Tips:  Yes  No

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

**Job Descriptions**

Position Three

Job Title:

Number of positions available:

Description of position:

Specific qualifications required:

English level required  Beginner  Intermediate  Advanced

Describe working conditions:

Hourly wage: \$                      Tips:  Yes  No

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

**Uniforms/Grooming Standards**

Are students required to wear a uniform?  Yes  No                      Cost of uniform? \$

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

Does employer have grooming requirements?  Yes  No                      Details: