

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: