



Center for Cultural Interchange

Work & Travel Program 2008: Self Arranged Job Offer

- ⇒ All students finding their own job must complete this job offer, including required signatures.
- ⇒ If prior to program start date, this form should be sent to the participant or overseas sending partner!
- ⇒ All jobs will be verified by CCI staff prior to their acceptance!

1. COMPANY INFORMATION: CCI does not accept placements with or through Placement Agencies!

Name of Company:	Website: Email:
Mailing Address: City: State: ZIP:	Physical Address (no PO Boxes!) City: State: ZIP:
Name of Business Representative: Title:	Name of Supervisor: Title:
Telephone Number: () Mobile Number: () Fax Number: ()	Company Activities: Number of Employees:

2. AVAILABLE JOB DESCRIPTIONS & WAGES

Description of General Job Duties:	Uniform/Dress Code (describe): Cost: \$
Number of hours per week: Number of days per week: Hourly Wage: Pay Frequency: Overtime Availability: Overtime Wage:	Are you willing to assist the student with the Social Security application process? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a Social Security office in your city? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Offer is Valid FROM: TO:	Is the Job Offer valid if the student arrives approximately 3 days late? <input type="checkbox"/> Yes <input type="checkbox"/> No

3. HOUSING: Is housing arranged for the student? Yes No

If Yes: By whom? NAME: PHONE NUMBER: () Is a deposit required? <input type="checkbox"/> Yes: \$ <input type="checkbox"/> No When? <input type="checkbox"/> in advance <input type="checkbox"/> upon arrival	Physical Address: City: State: ZIP: Other Details:
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4. STUDENT AGREEMENT

By signing this form, I agree to all of CCI's Conditions of Participation, as outlined in my program application. If housing is not included with this job offer, I understand that I must arrange for housing on my own and it is not the responsibility of the employer to provide my housing. I understand that I must contact CCI prior to leaving my employment for any reason. CCI must approve any changes in employment. Failure to secure CCI's permission to leave an employer may result in visa sponsorship termination. If my visa sponsorship is terminated, I must return home immediately. I understand that I need to allow the first two (2) weeks of my program to adjust, and be trained in my new position. I will bring enough money to survive in the United States, without a steady income, during the first few weeks of my program. I understand that employment with a Placement Agency, while working under CCI sponsorship, is forbidden.

FIRST NAME (Please print) : _____ LAST NAME: _____
 Student's Signature of Acceptance: _____ Date: _____

5. EMPLOYER AGREEMENT

I accept the above listed student as an employee for the dates detailed above. I certify that the wages that I pay to my international workforce are comparable to those that I pay their American counterparts. I am authorized by my company to extend job offers to international students. I also certify that I have Worker's Compensation coverage, if required by the state where the students are working. Students are only authorized to work during their pre-determined DS 2019 dates.

Business Representative's Name (print): _____ Date: _____
 Business Representative's Signature: _____ Date: _____