



Work Experience USA Independent Program Job Offer Temporary Offer of Employment

(to be completed by employer)

CCUSA will contact you to verify this Job Offer. Please complete all sections and write legibly.

This is a job offer for (enter name of student): _____

Participant's Country of Origin: _____

Company Name: _____ Federal Tax ID# (EIN) (required): _____

Company Address: _____

Supervisor/Manager: _____ Nearest Major Airport: _____

Telephone: () _____ Fax: () _____ Email: _____

Proof of Workmen's Compensation Coverage:

Policy Carrier: _____ Policy or Account #: _____

Dates of Employment: First day of work: _____ Last day of work: _____

Are these start and end dates flexible? Yes No

Position Title: _____

(Summer Work Travel participants cannot hold the following jobs: domestic helper in US household, door to door sales using personal money, pedicab drivers, adult entertainment, any job requiring a license)

Brief Job Description: _____

Starting Wage: _____ Estimated Hours Per Week: _____ Overtime? Yes No

Is this wage the same paid to Americans in an equivalent position? Yes No

Frequency of Pay: Every two weeks Every week Other If other specify: _____

Will you hire and pay wages without a Social Security card/number? Yes No

Note: it is legal to hire and pay workers who do not have a Social Security number but have proof of application for the card. See 26CFR31.6011(b)-2 of the Internal Revenue laws. The DS2019 and I-94 form prove work authorization.

Is employee housing available? Yes No Is employee housing mandatory? Yes No

Monthly Rent: _____ Deposit Amount: _____ Other monthly costs, including utilities: _____

Type: Apartment Dorm Other If other specify: _____

Please describe the housing, including location of housing and number of persons per room.

Note to Employer: By completing this form, you agree to hire the above international student on a temporary "at-will" basis. The above student is participating on a J1 work/travel program sponsored by Camp Counselors USA/Work Experience USA. She/he may not work at any of the jobs listed under the Position Title section. She/he must also receive the same wages as an American in the same position. All information provided must be complete and accurate. Providing false information is a violation of the United States State Department regulations. If housing is not available, the participant understands he/she must find his/her own accommodation. This participant is legally allowed to work for the period stated on Form DS2019.

Employer Name Employer Signature Date

Participant Agreement to Terms of Employment:

I have informed my employer of my acceptance of the offer. I understand the conditions of my employment may change based on the needs of my employer and any other unavoidable circumstances such as weather.

Participant Name CCUSA ID # Signature Date

If you are accepting this job offer before arrival in the US, return the form to the CCUSA office in your home country. If you are in the US on the program, please send the form to the fax number below or indy@ccusa.com.