



CULTURAL HOMESTAY INTERNATIONAL

Opening Doors to the World since 1980!

—A NON-PROFIT EXCHANGE PROGRAM—

104 BUTTERFIELD ROAD, SAN ANSELMO, CA 94960-1565, USA

Tel.: (800) 432-4643 • Fax: (415) 459-2182

WORK & TRAVEL JOB OFFER

The participant named below has been offered a temporary position with our company and the salary and other terms are commensurate with those of his/her US counterparts. I will disclose any job-related deductions, as well as non-job related deductions (i.e. housing, food etc.) in advance. I understand that the CHI Partner and CHI will contact me to confirm the details below. Employers should contact CHI at 1-800-432-4643 with any questions.

PARTICIPANT INFORMATION

This is a job offer for (participant Name): _____ (M / F)
 participant's Country of Residence _____ Primary Job _____ Additional Job _____

COMPANY INFORMATION

Company Name: _____
 Company DBA (Doing Business As) _____
 Company Address (mailing:) _____
 City: _____ State: _____ Zip Code: _____
 Work Site Address: _____
 City: _____ State: _____ Zip Code: _____
 Supervisor / Manager: _____
 Phone #: _____ Fax#: _____
 Email Address: _____ Website: _____
 Tax ID# (EIN): _____
 Workers' Comp Insurance Company Name: _____
 Workers' Comp Policy #: _____ Workers' Comp Policy Dates: _____

***** Copy of BUSINESS LICENSE and WORKERS' COMP POLICY sent to CHI *****

As a matter of compliance with the Department of State program regulations, the Employer understands and agrees to:

NOT engage in, permit the use of, or otherwise cooperate or contract with staffing/employment agencies or subcontractors for the purpose of recruiting or outsourcing any core program functions (i.e. screening, selection and orientation of program participants).

NOT to receive incentives from agencies to accept program participants for job placements.

NOT to facilitate any participants with invalid job offers or DS-2019 forms in making visa or travel arrangements.

NOT to engage in or facilitate fraudulent placements, submission of fraudulent job offers or activities.

Provide CHI a copy of a proof of business licensing and/or registration to enable it to conduct business in the venue(s) where it operates.

JOB DESCRIPTION

Job Title: _____
 Dates of Employment: _____ Start Date: _____ End Date: _____
 Description of Position: _____
 English Level Required: _____ Intermediate _____ Advanced _____
 Wage Per Hour: \$ _____ Average number of hours per week: _____ Tips: (Yes /No) _____



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HOUSING

Does employer provide housing: (Yes /No) _____ Cost of Housing: \$ _____ (Wk/Mo) # of Occupants _____

Deposit Amount: \$ _____ Deposit Due Date: _____

Housing Address: _____

Type of accommodation: Dormitory _____ Apart. _____ Motel/Hotel _____

How far is the housing location to the work place? _____

Describe neighborhood (i.e. urban city, suburb, tourist/resort area, etc.) _____

List all incidentals/amenities participant(s) will be responsible for paying in addition to rent: _____

(i.e. utilities, linens, kitchen utensils, cable etc.) _____

***** Photos of housing must be sent to CHI *****

Exterior of house, bedroom to be rented, bathroom to be used by participant, kitchen facilities

TRANSPORTATION

How will the participant get to and from the work site? _____

What is the average cost of transportation? _____

List the primary means of transportation and available in the area. _____

Is transportation for the Airport/Bus Station to employer provided? _____

Nearest International Airport: _____

Nearest Bus Station: _____

Other details: _____

SOCIAL SECURITY

Is Social Security required to begin work? Details: _____

Where is the closest Social Security office? _____

Distance from work site: _____

CULTURAL COMPONENT

The U.S. Department of State issued a directive which specifically focuses on participants balancing the work experience with the opportunities of interacting with Americans and learning about American society, culture and values.

As a part of their program participation, Work & Travel participants are required to complete a cultural component outside of work throughout their stay in the U.S. There are a wide range of activities that qualify to fulfill the cultural component of the program. These activities include visits to national parks and museums, interaction with Americans, ie: at a barbecue, attendance at a sporting event, and more.

CHI needs to ensure the participant receives credit in participating in a cultural activity by documenting their attendance. Therefore, CHI would like to ask for your assistance with participants' activity. Please submit all participant activities to CHI by emailing or by faxing to the following contacts:

EMAIL: experienceusa@chinet.org

FAX: 415-459-2182



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PROHIBITED JOBS

Participants are not allowed to work in the job(s) industries listed below:

- In positions that could bring notoriety or disrepute to the Exchange Visitor Program;
- In sales positions that require participants to purchase inventory that they must sell in order to support themselves;
- In domestic help positions in private homes (e.g., child care, elder care, gardener, chauffeur);
- As pedicab or rolling chair drivers or operators;
- As operators or drivers of vehicles or vessels for which drivers' licenses are required regardless of whether they carry passengers or not;
- In positions related to clinical care that involves patient contact;
- In any position in the adult entertainment industry (including, but not limited to jobs with escort services, adult book/video stores, and strip clubs);
- In positions requiring work hours that fall predominantly between 10:00 pm and 6:00 am;
- In positions declared hazardous to youth by the Secretary of Labor at Subpart E of 29 CFR part 570;
- In positions that require sustained physical contact with other people and/or adherence to the Centers for Disease Control and Prevention's Universal Blood and Body Fluid Precautions guidelines (body piercing, tattooing, massage, manicure)
- In positions that are substantially commission-based and thus do not guarantee that participants will be paid minimum wage in accordance with federal and state standards;
- In positions involved in gaming and gambling that include direct participation in wagering and/or betting;
- In positions in chemical pest control, warehousing, catalogue/online order distribution centers;
- In positions with traveling fairs or itinerant concessionaires;
- In positions for which there is another specific J category (e.g., camp counselor, intern, trainee)
- In positions with staffing agencies;
- In positions as independent contractors;
- In positions involving door-to-door sales;
- After November 1, 2012, in positions in the North American Industry Classification System's (NAICS) in the following occupational sectors: Agriculture, Forestry, Fishing, Hunting, Mining, Quarrying and Oil and Gas

Extraction; Construction and Manufacturing.

- In positions that are not seasonal or temporary
- In positions that require licensing.
- In jobs that are located in isolated/remote areas, excluding national parks and camps;
- In positions as movers;
- In positions at laundry service companies;
- In positions at janitorial service companies (refer to NAICS #561720 list for specific definition)



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DISCLOSURE OF JOB RELATED & NON-JOB RELATED DEDUCTIONS

The following expenses are job related and will be considered as a deduction.

(Please use a separate sheet of paper if necessary)

List any deduction(s) are equal to similarly situated American counterparts:

List any expenses that are not job related and will be considered as a deduction:

PROGRAM TERMS AND CONDITIONS

EMPLOYER

1. The Employer is responsible to have sufficient resources, planning, equipment and trained personnel to provide a bona fide Work & Travel experience.

2. The Employer confirms that they are not involved in a goods-producing industry or in agriculture, forestry, fishing or hunting, mining, construction, food manufacturing, beverage and tobacco product manufacturing, textile mills, apparel manufacturing, leather product manufacturing, wood, paper, petroleum, coal, chemical, plastics or rubber manufacturing.

(For complete NAICS list of industry sectors (11, 21, 23, 31-33) refer to: www.bls.gov/iag/tgs/iag06.htm#about)

The job is seasonal and temporary

Participants will not displace U.S. workers

Employer has not experienced layoffs within the past 120 days

Employer does not have workers on lock out or on strike

The position will be non-isolating and allow for routine interaction with Americans

3. The Employer agrees to provide an introductory orientation to the company upon the individual WT Participant's arrival to the workplace.

4. In situations where the Employer provides housing or transportation, the Employer agrees to provide suitable and acceptable accommodations and/or reliable, affordable and convenient transportation.

5. The Employer agrees to notify CHI immediately of any changes in the job offer conditions or if any WT participants leave or are terminated from their position, and to contact CHI immediately in the event of any emergency involving WT participants.

6. The Employer understands all CHI WT participants must be paid at least the state and federal minimum wage, but not less than what is customary of the Employer's American workers holding the same job. Further, the Employer agrees to pay those participants eligible for overtime worked in accordance with applicable state or federal law and to seek advance permission from the participant for any non-tax payroll deductions or changes to deductions.

7. The Employer understands that CHI, its Foreign Agents abroad, and the participants attempt to provide correct arrival dates, but visa issuance, flights and school schedules may cause changes in actual arrival information.

8. The Employer understands that all Work & Travel participants under J-1 visas are:

- Not subject to Social Security (FICA), Medicare or Federal Unemployment (FUTA) withholding taxes.
- Not subject to Non-exempt from Federal, State and Local taxes.

9. The Employer understands that all USA Work & Travel participants under J-1 visas must apply for a Social Security number; however, The DS 2019 and I-94 card together will provide proof of authorization to work until they receive their number. See

www.ssa.gov/employer/hiring



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EMPLOYER AGREEMENT

Employers are obligated to immediately report to CHI any situation that compromises the health, safety and welfare of the participant.

Should any aspect of the job offer change, you should inform CHI immediately. As the employer, you are obligated to guide participants toward all CHI preparatory materials and documents sent to you, and the participants, prior to participant's arrival.

Regulations governing the Summer Work & Travel program require 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 to their American counterparts.

By completing and signing this form, as the employer, I agree to hire the international participant named-below on a basis for the duration of time indicated on this form. I understand the international participant is sponsored under the CHI Work & Travel seasonal/temporary program which is governed by the U.S. Department of State regulations.

I acknowledge that all information submitted is complete and accurate; and any false information is a violation of the Department of State Exchange Visitor Program's regulations.

Employer's Printed Name

Employer's Signature

Date

PARTICIPANT AGREEMENT TO TERMS OF EMPLOYMENT

I understand and fully agree to the terms of employment as outlined in this job offer document. I have reviewed all information related to the positions provided to me by the employer. I further understand that the conditions of my needs of my employment may change based on the employer and any other unavoidable circumstances.

I will adhere to all CHI Work & Travel program rules regarding employment and program participation, including the Participant Agreement sections of my program application participation, including the Terms and Conditions Participant Agreement sections of my program application. Violation of any CHI or Department of State rules and regulations may result in review of my program status by CHI, and I might be required to return home.

Participant's Printed Name

Participant's Signature

Date

*** Internal Use Only ***

CHI Manager Printed Name

CHI Manager Signature

Date