



## Independent/Self-Arranged Job Offer

J-1 Work and Travel USA Program / Evidence of Support  
To be completed by Employer and signed by Employer and Student

This job offer is for: \_\_\_\_\_  
(Name of the student)

### EMPLOYMENT DETAILS

Company Name: \_\_\_\_\_ TIN/EIN: \_\_\_\_\_

Worksite Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ www. \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different from above)

Supervisor/Manager name: \_\_\_\_\_ Office Tel Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Office Fax Number: \_\_\_\_\_

Student Job Title: \_\_\_\_\_

Brief description of duties: \_\_\_\_\_

Job start date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ If flexible, indicate the period: \_\_\_\_\_

Job end date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_ If flexible, indicate the period: \_\_\_\_\_

Minimum pay rate/hour: \_\_\_\_\_ Tips available? ☐ Yes ☐ No

Hours per week: \_\_\_\_\_ Overtime available? ☐ Yes ☐ No Overtime rate/hour: \_\_\_\_\_

**BENEFITS** ☐ Meals: \_\_\_\_\_ ☐ End of season bonus: \_\_\_\_\_

**Housing:** ☐ Arranged by employer ☐ Not arranged ☐ Assisted to find

If provided: ☐ Student must stay at housing arranged ☐ Student may choose alternative housing

Housing fee: \_\_\_\_\_ ☐ Per month ☐ Per week Due date: \_\_\_\_\_ Utilities included? ☐ Yes ☐ No

Security deposit amount: \_\_\_\_\_ Due date: \_\_\_\_\_ Refundable amount: \_\_\_\_\_

Refund policy\*: \_\_\_\_\_

*By signing, it is agreed that the information provided on this job offer form is accurate. The Student will receive compensation equal to that offered to his/her American counterpart. The wage offered meets or exceeds federal and state minimum wage guidelines.*

\_\_\_\_\_  
Company Representative completing this form

\_\_\_\_\_  
Position at Company named above

\_\_\_\_\_  
Company Representative's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

### STUDENT'S STATEMENT OF ACCEPTANCE

I have thoroughly read this employment offer, understand and meet the qualifications, and accept the position with all the conditions offered herein. I fully understand that, by signing this employment offer, I am making a commitment to the employer in acceptance of the terms and conditions stated. I have not signed any other agreement or document that states different conditions or contradicts what is stated above. I confirm that I can communicate effectively in English and that my English level is sufficient for this position.

I understand and agree to the following: I am only eligible to work during the dates on my DS-2019 Form; the employer can terminate the employment offer at any time without prior notice and for reasons not prohibited by law; my position, duties and responsibilities may vary during the period of employment to be able to satisfy the needs of the employer; I am not allowed to change jobs or job sites without prior, written consent of CETUSA; were I to choose or be unable to arrive to work on the dates above, I might not have a position available at a later date. The employer is requested by CETUSA to report if I do not show up at work, if I leave early, or if I am terminated from employment. I will keep a copy of this job offer, together with the CETUSA J-1 Work and Travel Program Conditions and the form DS-2019, with me during my visit in the United States.

Student's name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return to:



Council for Educational Travel USA

100 South Rock Street, Centralia, WA 98531 - USA

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Mission Statement: ...reaching out to encourage a lifelong journey of  
global peace and understanding