

**WISE FOUNDATION
SUMMER WORK AND TRAVEL 2008
JOB OFFER CONFIRMATION & SURVEY**

This form is provided as an important part of the application process to confirm the agreement between the participant and the work site.



Participant's name: _____

Company Information

Company name: _____

Tax ID# (EIN): _____

Full Company Address (No P.O. Boxes): _____

Supervisor/Manager: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Website: _____

Job information

Dates of employment: Starting _____ Ending _____

Job title and expected duties: _____

Starting wage: _____ Avg. hours per week: _____ Overtime: Y N
(Estimated, **not** guaranteed)

First paycheck received after _____ weeks on schedule.

Frequency of paychecks thereafter: _____

Does your company maintain the required workers compensation insurance? Y N

Does employer provide uniforms? Y N

Cost of uniforms: _____

HOUSING

Does employer provide housing? Y N *If no please continue to transportation question.*

Cost of housing: _____

Is a housing deposit required? Y N Amount of deposit: _____

Is deposit refundable? Y N

Who is responsible for refunding the deposit? _____

For what reasons will the deposit **not** be refunded? _____

Are there cooking facilities at housing? Y N

Please circle the following items which are included with the housing.

Microwave	Refrigerator	Flatware	Pillows
Stove	Dishwasher	Sheets	Pillowcases
Oven	Dishes	Blanket	TV
Cookware			

How many participants per bedroom? _____

How many participants per bathroom? _____

Are accommodations within walking distance of shopping facilities? Y N At housing will participants have access to the internet? Y N

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

Is public transportation available in the area? Y N

Do employees receive any meal benefits? Y N

Please describe any meal benefits offered: _____

Please provide any other details or benefits that you feel would be relevant to potential candidates considering participation on the program: _____

Arrival instruction (closest airport to employer, will employer pick student up from the airport or greyhound, any other information you feel is beneficial):

Note to employer:

Should any aspect of the site information change, you should inform WISE accordingly. You should provide participants with any documents you feel are necessary prior to their arrival.

Regulations governing the Summer Work Travel exchange program requires 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 their American counterparts [22 CFR 62.32 (e)].

By completing and signing this form you are agreeing to hire the above international student on a temporary basis for the duration of time indicated above. The above-named student is participating in the WISE Foundation Summer Work and Travel Program. All information provided must be complete and accurate, providing false information is a violation of the Department of State Exchange Visitor Program regulations.

By completing and signing this form, you certify that you are in compliance with the Fair Labor Standards Act and that the pay and benefits are commensurate with those offered American counterparts.

_____ Employer name	_____ Employer signature	_____ Date
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Participant agreement to terms of employment:

I accept to the above job offer and the terms of employment. I understand that the conditions of my employment may change based on the needs of my employer and any other unavoidable circumstances. If housing is indicated that it is available, it is the participant's responsibility to confirm with their local representative or WISE to ensure that all necessary steps have been taken to secure a room at housing. Signing this document does not secure or reserving housing for the participant.

_____ Participant name	_____ Participant signature	_____ Date
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