



# 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

## SELF PLACED JOB OFFER

The student 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 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.

This is a job offer for (student name): \_\_\_\_\_

### COMPANY INFORMATION

Company Name \_\_\_\_\_

Company Address (mailing) \_\_\_\_\_

Work Site Address \_\_\_\_\_

Tax ID# (EIN) \_\_\_\_\_

Worker's Comp Insurance Company Name \_\_\_\_\_

Worker's Comp Policy #: \_\_\_\_\_

Worker's Comp Policy Dates \_\_\_\_\_

Supervisor / Manager \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone # \_\_\_\_\_

Fax# \_\_\_\_\_

Email Address \_\_\_\_\_

Web Site: \_\_\_\_\_

Type of Business \_\_\_\_\_

### JOB DESCRIPTION

Job Title \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Description of Position \_\_\_\_\_

English Level Required \_\_\_\_\_

Beginner \_\_\_\_\_

Intermediate \_\_\_\_\_

Advanced \_\_\_\_\_

Wage per hour: \$ \_\_\_\_\_

Average number of hours per week: \_\_\_\_\_

Tips: (Yes/No) \_\_\_\_\_

### HOUSING

Does employer provide housing? (Yes/No) \_\_\_\_\_

Cost of Housing: \$ \_\_\_\_\_

(Week/Month) \_\_\_\_\_

Deposit amount: \$ \_\_\_\_\_

Housing Address: \_\_\_\_\_

Type of accommodation: \_\_\_\_\_

Dormitory \_\_\_\_\_

Apartment \_\_\_\_\_

Motel/Hotel \_\_\_\_\_

Other: Details... \_\_\_\_\_



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### SELF PLACED JOB OFFER

#### TRANSPORTATION

Nearest International Airport \_\_\_\_\_

Nearest Bus Station \_\_\_\_\_

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

#### SOCIAL SECURITY

Is social security required to begin work? Details: \_\_\_\_\_

Where is the closest Social Security office? \_\_\_\_\_

Distance from work site: \_\_\_\_\_

#### TERMS & CONDITIONS

In consideration for obtaining Work and Travel foreign university student seasonal employees through the undersigned employer agrees:

- Each student participant employee will be guaranteed the hours of work already listed on this contract per week, beginning with their first week of employment.
- Participants must be paid at least every two weeks.
- Each participant will be given a set schedule of hours commencing by the second full week of employment.
- Each participant will be paid at the hourly rate for all hours of work, including training, without regard to Employer's quotas for duties performed.
- No deductions from paychecks for transportation, housing, or other fees are allowed without the participant's express, written consent. Any proposed deductions must be pre-approved by sending them to the student.
- Upon commencement of employment, Employer will provide each participant and CHI with its written policy in regards to payment rates for overtime.
- Participants must be paid at least the same amount paid to American employees in the same job category.
- Location of work: Employer will use its best efforts to have participants work at only one location and may not move participants to different locations without CHI's permission in advance.
- Our organization will control participant's work location, supervise, manage and pay participant

#### EMPLOYER AGREEMENT

Should any aspect of the job offer change, you should inform CHI immediately. As the employer, you are obligated to provide the participant(s) with with all necessary preparatory materials and documents prior to their 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 [22 CFR 62.32(e)].

By completing and signing this form, as the employer, I agree to hire the international student named-below on a temporary basis for the - duration of time indicated on this form. I understand the international student is sponsored under the CHI Work & Travel Program which is governed by the U.S. Department of State regulations. I acknowledge that all information submitted is complete and accurate and that 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 this positions provided to me by the employer. I further understand that the conditions of my employment may change based on the needs of my employer and any other unavoidable circumstances. I will adhere to all CHI Work & Travel program rules regarding employment and program 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 CHI terminating my visa sponsorship, and I will be required to return home.

\_\_\_\_\_  
Participant's printed name

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date