

## EMPLOYER JOB FORM *(TO BE COMPLETED BY THE EMPLOYER).*

Note to students: This page can be faxed to an employer, or you can substitute a letter or form from your employer if it includes ALL the information below.

EMPLOYER AND STUDENT INFORMATION			
<i>Student(s) being offered positions</i>			
<i>Company Name</i>			
<i>Company address where student(s) will work</i>			
<i>Corporate Registered Name and address (if different from work location)</i>			
<i>Corporate EIN (required by State Department)</i>		<i>Is student(s) covered by Workers Compensation? (Place an "X" next to the correct answer.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Website</i>		<i>Telephone</i>	
<i>Supervisor's Name and Email</i>			
<i>Description of Company Activity</i>			

JOB INFORMATION			
<i>Job Title</i>		<i>Wage per hour and overtime policy</i>	
<i>Estimated Average Hours Per Week</i>		<b>Note to Student:</b> This is not a guaranteed number of hours for each week. It is what your employer estimates for your total work period. This may be reduced by business needs, weather, economic situations, your performance, sick time and other circumstances.	
<i>Tasks to be performed on the Job</i>			
<i>Skills or Requirements Needed</i>			
<i>Start Date</i>		<b>Note to Student:</b> This is the date you MUST be at your workplace and ready to begin work. Plan your travel in order arrive on time. Failure to arrive on time may result in cancellation of this job offer.	
<i>End Date</i>		<b>Note to Student:</b> You are committing to work until this End Date. Failure to work until this End Date can result in termination of your program. Do not sign this agreement unless you agree to work until this End Date.	
<i>Are uniforms provided? (Place an "X" next to the correct answer.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>Costs (or deposits) for uniforms</i>	
<i>Are there any deposits (other than housing)? Please explain.</i>			

HOUSING INFORMATION		
<i>Do you provide housing for the students?</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If YES, please complete the rest of the information in this section. If NO, you must provide students with information on how to obtain housing in your area.</i>
<i>Type of Housing?</i>		
<i>Address of Housing?</i>		

<b>Is there a housing deposit?</b> (Place an "X" next to the correct answer.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>How much is the Housing Deposit?</b>		<b>Is it refundable?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>When is the deposit due, and are there any conditions for a refund?</b>					
<b>What is the weekly cost for housing?</b>		<b>What other costs will students need to pay (utilities, phone, etc.)?</b>			
<b>What is included in the housing cost?</b>			<b>What is not included in the housing cost?</b>		
<b>What furniture is provided?</b>			<b>How many students per room?</b>		
<b>Is transportation provided to work?</b> ? (Place an "X" next to the correct answer.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If NO, please describe available local transportation.</b>			
		<b>If YES, please indicate any cost for this transportation.</b>			

<b>FOR THE EMPLOYER TO SIGN</b>			
<p>By signing below, I agree that the information above is correct, and I am offering the student(s) listed above a temporary job for the dates listed on this offer. I agree that the wages offered are comparable to those of Americans in similar positions, and that this offer does not take employment away from qualified American applicants. I understand that if my plans change, and this(these) position(s) will not be available, or will be substantially changed from the description above, I must notify GeoVisions immediately so that students may be given an opportunity to choose another position. I understand that if any student fails to adequately perform the requirements of the position(s), I may terminate that student, in which case I agree to immediately notify GeoVisions. I also agree to notify GeoVisions immediately if the student does not report for work by the Start Date on this offer, or if the student leaves without permission. I understand that the Work and Travel Program is a Cultural Exchange program, and I agree to assist any students on the program in meeting Americans, and assist them in learning about America to the best of my ability.</p>			
<b>Employer Name</b>		<b>Title</b>	
<b>Signature</b>		<b>Date</b>	

<b>PART 3 (FOR THE STUDENT TO SIGN)</b>			
<p>By signing below, I agree that the information above (or in the Job Offer I have attached) is consistent with my understanding of the job I have been offered. I agree to arrive at my place of employment as directed in time to begin working on the Start Date on this offer. I agree to work until the End Date on this Job Offer. I understand that my employment can be terminated with or without cause if the employer finds it necessary. I understand that hours of work are not guaranteed, and are subject to change due to circumstances related to business, acts of nature, and my personal performance. I understand that I cannot change jobs without the permission of GeoVisions, and I understand that GeoVisions' sponsorship of my Exchange Visitor Program can be terminated if I violate any program rules.</p>			
<b>Student Name</b>			
<b>Signature</b>		<b>Date</b>	

Please email this form to: [workamerica@bunac.org.uk](mailto:workamerica@bunac.org.uk) or fax it to: 1-203-264-0251