Thank you for your interest in the BridgeUSA cultural exchange program! Cenet is designated by the U.S. Department of State as an authorized J-1 Visa sponsor. Cenet's mission is to inspire a safer, more prosperous, and compassionate world through international education and cultural exploration.

As a host organization and representatives of your local community, you and your staff have the opportunity to facilitate a rich exchange experience for Summer Work Travel participants.

Program Overview

- The Summer Work Travel Program is a cultural exchange program with a work component. The work is meant to offset the costs of the program, thus affording a larger and more diverse group of individuals the opportunity to participate.
- The program gives participants the opportunity to immerse themselves in U.S. culture while living and working in the U.S. for up to four months during their summer vacation.
- Participants are allowed to work at second jobs during their program. However, all positions must be vetted and approved by Cenet before the participant can legally begin working. Additionally, their second position must not interfere with their primary employment.

Host Company Documentation

- All host companies are required to submit a current business license and proof of workers compensation
 insurance coverage, in addition to a fully completed Cenet job offer form. Other documentation may be
 requested on an as-needed basis.
- All positions must be seasonal or temporary in nature. Cenet may require further information to confirm the seasonality of the position.
- Host companies are also responsible for ensuring that Summer Work Travel participants are not displacing any full-time or part-time U.S. workers. We may ask for evidence of the advertisements you use to promote your positions to local workers.

Requirements for Summer Work Travel Participants

- Participants must receive an average of 32 hours per week for the duration of their program to ensure they can meet the cost of living.
- Students must make the same wage as their U.S. counterparts employed in the same position.
- Overtime pay must be provided in accordance with federal regulations.
- Participants should not be scheduled in overnight shifts.

Host Company Obligations

- Provide a supportive environment for the participant.
- Create opportunities for the participant to be exposed to U.S. culture, both at the workplace and off duty.
- Keep lines of communication open so we can work together to provide the participant with the best experience possible. Cenet will be in contact with you prior to the participant's arrival and throughout the duration of the program.
- Contact Cenet at any time with specific program inquiries or with issues concerning work performance, participant health, etc.

For more information, please visit our website at www.cenet.org, call the Cenet office at 573-335-7111, or email us at summer@cenet.org.

cenet

Summer Work Travel Job Offer

Section A: Host Company & Position Information

Host Company Name Position Title

Number & Street Address of Placement Site

Position Description (You may sometimes be asked to perform duties in other departments.)

City, State and Postal Code of Placement Site Position Start Date Position End Date

Website EIN Are these dates flexible? Frequency of Pay (e.g., weekly, monthly)

Name of Contact Person Hiring Employees Title of Contact Person Rate per Hour / Salary Training Period Rate

Phone Email Is this a tipped position? Availability of Overtime and Rate

Yes No Occasionally

Name and Title of On-Site Supervisor Tick here if same as above Paychecks issued before SSN received? How long until 1st paycheck received?

Yes No

Phone Email AVERAGE Hours per Week

Due to the nature of seasonal employment, some weeks may be above the recommended 32 hours per week & some weeks below it.

Other Comments/Notes

Note: Per 26CFR31.6011(b)-2, participants can legally work and receive pay as soon as they apply for the Social Security card.

Dress Code Deductions from Pay (e.g., uniforms) Pay deductions discouraged by State Department.

Meals Provided or Meal Discounts Availability of Second Positions in the Area/Rules Regarding Second Positions

Transportation to and from Host Company (please describe/explain) Public Transport Options If none, indicate other travel options (e.g., to grocery store).

List the cultural activities or events that you plan to organize for or suggest to participants for their program. (Activities subject to change.)

Month 1

Month 2

Month 3

Are students required to pay union fees?

Do you arrange/provide housing?

No Yes If yes, fee? Yes (complete Section B below) No (complete Section C below)

Section B: If you DO arrange/provide housing, please provide details.

Housing Cost Per Person Housing Cost is Per (tick one) What is the address?

Week Bi-weekly Month

Housing Deposit Conditions (e.g., refundable?)

How many share a bedroom? How many share a bathroom? Distance of Housing to Placement Site If you provide housing, attach housing lease.

Yes, attached.

Type of Housing & Furnishings

What items are students responsible for bringing/buying (e.g., dishes, bed linens, towels)?

Section C: If you DO NOT arrange/provide housing, please provide 2 area housing suggestions which students may consider.

Apartment Complex/Property Name Apartment Complex/Property Name

Address Address

Phone or Website Phone or Website

Distance from Placement Site Approximate Rent Distance from Placement Site Approximate Rent



Summer Work Travel Job Offer

(continued)

Section D: Arrival Instructions

Please note the appropriate airport or bus/train station, whether you will pick up the student upon arrival, best way to get from the airport, etc.

Section E: Additional Information

If there is any additional information you need to provide, please do so here.

Section F: Host Company Disclosures & Agreement	
Total number of participants you are hiring at this location for this season	Other sponsors with whom you cooperate
During which seasons do you hire Work & Travel Students at this location? Spring Summer Winter	Have you laid anyone off or had any workers on strike in the past 120 days? YES NO
I confirm that exchange visitor participants will not displace any US workers at this position within the last 90 days. YES NO	t this placement site and that no qualified US workers have been rejected for
I confirm that all supervisors at this site undergo a criminal background check as part of the hiring process. YES NO	I understand that Cenet will contact me periodically for participant monitoring purposes. YES NO
I understand that Summer Work Travel students cannot be scheduled in predominantly overnight shifts. YES NO	I understand that I must notify Cenet of any changes in this participant's employment status. YES NO
I confirm that (check all that apply): All participants to whom this job offer is extended will be employees of and paid by the company extending this job offer. The company extending this job offer provides full-time, primary, on-site supervision of the participants. The company extending this job offer effectively controls the placement site noted in Section A of this form.	
How do you advertise these positions to US citizens? (Check all that apply.)	
Newspapers Radio/Television Job Search Websites Job Fairs	s Social Media Other:
I will accept the participant below as an employee for the dates and conditions listed above. I further understand and agree to the following: 1) the Summer Work Travel Program is a cultural exchange program, not a labor program, and participants are encouraged to actively engage in cultural activities and events; 2) the participant is only eligible to participate during the dates listed on the DS-2019; 3) the participant is expected to return to classes in his/her home country at the conclusion of the program; 4) the program is not a way for the participant to immigrate or change visa status; 5) the participant will receive compensation commensurate with that offered to his/her American counterparts; 6) the participant is work hours must not fall predominantly between 10pm and 6am; 7) if there is a problem between the participant and the host company or if the host company must release the participant because of downturn in business or any other unforeseen difficulty, the sponsor will be notified immediately; 8) the host company will not replace the participant prior to arrival if the original job offer dates have not lapsed, even if other participants arrive earlier and are available to work sooner; 9) travel plans and arrangements should be worked out directly between the host company and the participant and that the sponsor does not control the participant's travel arrangements; 10) the participant must apply for the J-1 Visa at the U.S. Consulate in his/her home country and there is no guarantee the visa will be approved; 11) the Work and Travel Program is strictly regulated by the U.S. Department of State and the host company will abide by these regulations; 12) the sponsor must know where each participant is at all times and the host company will cooperate with the sponsor in all efforts to monitor this participant's program; 13) if the participant leaves the host company, the host company will notify the sponsor within three days; 14) someone from the sponsoring organization will be emailing and/or call	
Host Company Contact's Signature	Date
Section G: Participant Disclosures & Agreement	

long as Cenet approves it first; I am not guaranteed a second position, I am responsible for finding my own second position and I understand that a second position is difficult to find in some areas of the U.S.; 14) my host company is not obligated to change my schedule to accommodate a second position; and 15) if this agreement

Other:

Date

cannot be verified within 3 phone calls/emails the sponsor must reject the offer and I will be responsible for submitting a new, verifiable position offer.

Participant's Signature

Website:

How did you find/secure this position?
Home Country Agent Cenet

Participant's Printed Name