



# SUMMER WORK TRAVEL PROGRAM

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 should not work more than 20 hours per week at a second job in order to allow them sufficient time for their primary employment and cultural exploration.
- 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.
- 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](http://www.cenet.org), call the Cenet office at 573-335-7111, or email us at [summer@cenet.org](mailto:summer@cenet.org).*

***We look forward to hearing from you!***



# Summer Work Travel Job Offer for a Second Job

## Section A: Host Company & Position Information

Host Company Name		Position Title/Description <i>(You may sometimes be asked to perform duties in other departments.)</i>	
Number & Street Address of Placement Site		Position Start Date	Position End Date
City, State and Postal Code of Placement Site		Rate per Hour / Salary	Training Period Rate
Website	EIN	Availability of Overtime and Rate	Frequency of Pay (e.g., weekly, monthly)
Name and Title of Contact Person Authorized to Hire Employees		Is this a tipped position? Yes      No      Occasionally	
Phone		How long until the first paycheck is received?	
Email		Will paychecks be issued before the Social Security Number is received? Yes      No	
Name and Title of On-Site Supervisor	<i>Tick here if same as above</i>	Average Hours Per Week <i>Maximum 20 hours per week to better ensure position does not interfere with primary employment &amp; participation in cultural activities.</i>	
Phone			

**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) <i>Pay deductions discouraged by State Department.</i>
Meals Provided or Meal Discounts	Are students required to pay union fees? No      Yes      If yes, fee?
What cultural events and/or excursions are available for participants (in the community and/or arranged by you)?	

## Section B: Host Company Disclosures & Agreement

Total number of participants you are hiring at this location for this season	Other sponsors with whom you cooperate
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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 placement site and that no qualified US workers have been rejected for this position within the last 90 days. YES      NO	
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 <i>(check all that apply)</i> : 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? <i>(Check all that apply.)</i> Newspapers      Radio/Television      Job Search Websites      Job Fairs      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 U.S. counterparts; 6) the participant's 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 Summer Work Travel Program is strictly regulated by the U.S. Department of State and the host company will abide by these regulations; 9) 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; 10) if the participant leaves the host company, the host company will notify the sponsor within three days; 11) someone from the sponsoring organization will be emailing and/or calling to verify this agreement and I should reply promptly to expedite the process (the participant will not be approved for this position until it has been confirmed directly with the host company; three attempts will be made to verify this agreement); and 12) this offer is valid and I, the undersigned, have the authority to make hiring decisions at this company.	
<b>Host Company Contact's Signature</b>	<b>Date</b>



## Summer Work Travel Job Offer for Second Job (continued)

### Section C: Participant Disclosures & Agreement

I understand this offer and agree to the conditions described on this form. I further understand and agree to the following 1) the Summer Work Travel Program is a cultural exchange program, not a labor program, and I will actively engage in cultural activities and events; 2) I will participate in all orientation and preparation programs sponsored by the host company; 3) I will comply with all government, company, sponsor, and landlord policies, regulations, and laws; 4) infractions, misconduct, or illegal acts may lead to dismissal from the program; 5) if I have problems with my host company, I must contact my sponsor for help; 6) I understand that I have been hired to fulfill my host company's business needs and there will be times when I will be expected to be flexible; 7) I understand that shift schedules may vary and hours may be reduced depending on business needs, weather, economic situations, my performance, sick time, pandemics, natural disasters, etc.; 8) tips are only guaranteed if stated that the position is tipped and tips will vary depending on service, business level, etc. I understand that if tips combined with the employer's direct wages of at least \$2.13 per hour do not equal the federal minimum hourly wage, the employer must make up the difference; 9) if I leave the host company listed on my DS-2019 without my sponsor's approval, I am subject to termination from the program; 10) if my program is terminated, I must return to my home country immediately at my own expense; 11) if I leave the host company listed on my DS-2019 without Cenet's approval, I am subject to termination from the program; 12) if my program is terminated, I must return to my home country immediately at my own expense; 13) I am allowed to accept a second position if I choose if it does not interfere with my schedule, duties, and obligations at my primary host company, and as 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 primary host company is not obligated to change my schedule to accommodate a second position; and 15) if this agreement 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.

#### How did you find/secure this position?

Home Country Agent      Cenet      Website: \_\_\_\_\_      Other: \_\_\_\_\_

**Participant's Printed Name**

**Participant's Signature**

**Date**