



2011 Employer Application/Job Description

Company Contact Information

Company Name: _____

Company Mailing Address: _____

Physical Address, if Different: _____

Company Website address: _____

Name and Title of Hiring Contact (who will sign work agreements) _____

Employer Identification Number _____

Employer Worker's Compensation Policy Number
 (Attach copy of policy or provide insurance contact information for verification) _____

Email address: _____

Phone Number: (_____) _____ Best time to call: _____

Hiring Information

How many J-1 visa holders would you like to hire?

		Earliest and Latest Start Dates	Earliest and Latest Finish Dates
Summer _____	Female _____ % Male _____ %	(_____)-(_____) to	(_____)-(_____)
Winter _____	Female _____ % Male _____ %	(_____)-(_____) to	(_____)-(_____)
Spring _____	Female _____ % Male _____ %	(_____)-(_____) to	(_____)-(_____)

Average hours worked per week _____ Days per week: _____ Pay rate: _____ Overtime? Yes ___ No ___
 (If yes, overtime rate per hour \$ _____)

Are uniforms required? Yes ___ No ___ If so, what is the cost? _____ Is any type of transportation provided? Yes ___ No ___
 If so, what is the cost? _____

Will free or subsidized meals be provided by your organization? _____

Housing Information

Do you provide or assist with housing? Yes ___ No ___ If yes, cost per week \$ _____

Is this deducted from the student's paycheck? _____

If yes, what type of housing do you provide? Apt. ___ Hotel ___ Youth Hostel ___ Bunkhouse ___ Other ___ # Students per room/unit: _____
 (Must attach rental/lease contract)

Housing address: _____

Are rooms fully furnished? Yes ___ No ___ If not, what will students need to furnish? _____

Will students be allowed to find own housing? Yes ___ No ___ Are meals furnished? Yes ___ No ___

Are utilities included in the rent? Yes ___ No ___

Is a housing deposit required? Yes ___ No ___ If yes, amount \$ _____

Is deposit refundable? Yes ___ No ___

Additional Data

Will you permit a student to find a second job elsewhere? Yes ___ No ___

Location of work site best described as: (Please circle) Rural Resort Suburban City/Downtown

Positions Available (PLEASE FILL IN NUMBERS NEEDED BY SEASON):

Position	Number of positions needed per season			\$ Pay Rate Per/Hr
1. _____	Summer _____	Winter _____	Spring _____	_____
2. _____	Summer _____	Winter _____	Spring _____	_____
3. _____	Summer _____	Winter _____	Spring _____	_____
4. _____	Summer _____	Winter _____	Spring _____	_____

Additional Pay Rate Information : _____

Please list the reasons why a student will want to choose your company/position:
(For example- ski pass, assisted housing, websites of local attractions, etc.)

(please initial)

I authorize GEC to review resumes and select students. _____ I prefer to review resumes and select students. _____

Please return completed application to GEC via email: info@summerworkusa.com or by fax to (615)391.2935.

For GEC use only: Approval: _____ Date: _____ GEC Representative: _____

2011 GEC Employer Application Terms & Conditions Agreement

Global Educational Concepts, Inc. (GEC) is an authorized sponsor of the US Department of State's Exchange Visitor Program which allows qualified international students to be employed for no more than four months during their summer college/university vacation period on GEC's Summer Work Experience USA (SWE USA) program. The salary and other terms offered by employers to the international students must be commensurate with the participants' US counterparts and are subject to the same local, state and federal health, safety and employment laws.

The undersigned US employer agrees to the following terms and conditions:

Employer agrees to uphold the purpose of the SWE USA program by promoting cultural understanding and providing a positive experience for the participant.

Employer will provide employment to the participant consistent with the terms and conditions as provided in the GEC Employer Application and Work Agreement forms.

Employer will provide terms and conditions of employment commensurate to participants' US counterparts, including adhering to local, state and federal health, safety and employment laws.

Employer reserves the right to dismiss the participant at will, but agrees to make a good faith effort to retain the participant for as long as s/he performs his/her assigned duties in a satisfactory manner **or** to retain the participant for as long and as many scheduled hours as possible in the event of unforeseen circumstances creating a labor force reduction **or** to assist in finding a new position for the participant if s/he cannot be retained due to unforeseen circumstances.

If housing is providing to the participant, the employer agrees to provide safe, comfortable, clean accommodation that complies with local, state and federal housing codes and regulations. Employer will forward any applicable housing contracts to GEC.

Employer shall not deduct money from the student's paycheck for housing expenses or transportation without prior written consent.

Employer understands and agrees that GEC cannot guarantee visa approval, arrival date or job performance of the participant.

Employer understands and agrees that GEC is not responsible for any civil or criminal liability caused by the participant or for defending against such claims.

Employer will indemnify and hold GEC harmless against any claims, damages, costs or liability incurred by reason of any act, error or omission of employer or its agents.

This agreement is governed by and construed under the laws of the state of Tennessee without regard to principles of conflict of laws.

Employer Name: _____ City: _____ State: _____

Employer Contact Name (please print): _____ Title: _____

Authorized Employer Signature: _____ Date: _____

Global Educational Concepts
Summer Work USA
 Work Agreement 2011

1. Company Information – (please note that GEC does not accept placements with Placement / Staffing / Management Agencies)

MAILING ADDRESS (P.O. Boxes acceptable)

Name of Company: _____
 Address: _____
 City: _____
 State: _____ Zip Code _____
 Web-site Address: _____
 Company _____
 Activities: _____
 Name of Business _____
 Representative: _____
 Telephone _____
 Number: _____

PHYSICAL ADDRESS (no P.O. Boxes!)

Name of Company: _____
 Address: _____
 City: _____ Zip _____
 State: _____ Code _____
 Email Address: _____
 Number of _____
 Employees: _____
 Title: _____
 Fax _____
 Number: _____

2. Available Job Descriptions & Wages

Description of general duties & possible positions available to the below student: _____

Approximate Number of Hours per Week: _____ Number of Work Days per Week: _____

Dress Code: Uniform _____ (please list any fees, etc.) Casual (please explain) _____

What is the minimum hourly pay rate? \$ _____ Is overtime available? _____ If so, what is the overtime rate? _____

Will free or subsidized meals be provided by your organization? _____ If yes, please explain _____

Job offer valid from: (start date): _____ Until (end date): _____ (month/day/year)

3. Housing

Is housing arranged for the student? Yes ___ No ___ If yes, what is the *monthly* rent? _____

Is the student allowed to find their own housing other than what employer may provide? Yes ___ No ___

Is a deposit required? Yes ___ No ___ If yes, how much? \$ _____ Are utilities included? Yes ___

Housing Address: _____

City: _____ State: _____ Zip: _____ (address required if housing)

4. Student Information

By signing this form, I agree not to work past the end date on my DS 2019 form. I understand that my hours of work, duties and responsibilities may change during my employment. This may be due to weather conditions or other events out of the control of the employer. I agree to give my employer two (2) weeks notice to leave my job and I agree to obtain written permission from both GEC and my employer before leaving. I also agree to contact GEC at 615/391-2900 or info@summerworkusa.com if I change my residence or place of employment. If housing is not included with this job offer, I understand that I must provide my own, and it is not the responsibility of the employer or the sponsor to provide my housing. I understand that I need to allow the first two (2) weeks to adjust, and be trained in my new position. I will bring enough money to survive in the United States without a steady income during those first two weeks of that employment with a Placement / Staffing / Management Agency is forbidden. I will abide by the Terms and Conditions of my GEC program as outlined in the Handbook and Program materials.

I understand that housing and transportation costs (if applicable) may be deducted from my paycheck and it is my responsibility to verify this with the employer.

Name of Student: *(please print)* _____

Student's Signature of Acceptance of the job offer: _____

Date signed: _____

5. Employer Agreement

I accept the above listed student as an employee for the dates detailed above. I certify that the wages that I pay to the exchange visitor are commensurate with those paid to my U.S. counterparts. I am authorized by my company to extend job offers to international students, and that all the above information is correct. I also certify that I have provided the student with information regarding Compensation coverage, if required by the state where the students are working. If I provide housing for the student, I certify that the housing complies with applicable state and federal laws.

Employer's Signature: _____

Date: _____

Employer's Printed Name: _____

Title: _____