



Thank you for your interest in the J-1 visa Summer Work and Travel Exchange Visitor Program. American Exchange Organization is a Department of State Designated Sponsor and is authorized to review and approve employers to participate in the program based on information collected in this form.

While we appreciate that hiring J-1 visa Participants will meet your seasonal or temporary staffing needs, the main purpose of this program is to give young people from around the world the opportunity to visit the United States and experience American culture so that they may return to their countries having built relationships with Americans and improved their English, and shared their culture with those they met in the USA. This is a foreign diplomacy program.

Please read all information carefully and answer all questions completely. Your signature and initials may be required on multiple pages and in multiple locations.

I. Host Employer Cooperation as stated the Department of State Regulations ([22 CFR Part 62](#))

“(o) *Host employer cooperation.* Sponsors may place participants only with host employers that agree to:

- (1) Make good faith efforts to provide participants the number of hours of paid employment per week as identified on their job offers and agreed to when the sponsors vetted the jobs;
- (2) Pay eligible participants for overtime worked in accordance with applicable State or Federal law;
- (3) Notify sponsors promptly when participants arrive at the work sites to begin their programs; when there are any changes or deviations in the job placements during the participants' programs; when participants are not meeting the requirements of their job placements; or when participants leave their positions ahead of their planned departures;
- (4) Contact sponsors immediately in the event of any emergency involving participants or any situations that impact their health, safety, or welfare; and
- (5) In those instances when the employer provides housing or transportation, agree to provide suitable and acceptable accommodations and/or reliable, affordable, and convenient transportation. “

My company agrees in good faith to abide by the above mentioned regulations. _____ (initial)

II. Important rules that Participants Must Follow. Failure to abide by these rules may result in immediate termination of the Participant's visa. Employers should remind Participants of these rules.

1. Participants must contact AmerEx within 10 days of arriving to the USA.
2. Participants must validate their program in AXIS within 10 days of the start date on the DS-2019.
3. Participants are ONLY allowed to work from the start date to the end date indicated on the DS-2019.
4. Participants are NOT allowed to switch jobs or leave employment without written consent from AmerEx.
5. Participants are NOT allowed to start a second job without written approval from AmerEx.
6. Participants must notify AmerEx in AXIS within 10 days of changing housing address.
7. Participants (or employers) must notify AmerEx if the worksite address changes.
8. Participants must complete Monthly Contact Outreach Surveys. Failure to respond to 2 consecutive outreaches will result in program termination.

My company agrees in good faith to encourage Participants to abide by the above mentioned rules. _____ (initial)



I confirm that the positions listed will be allocated for AmerEx participants and such participants recruited and selected by AmerEx will be extended employment with our company for the duration of their program under the conditions indicated and that I have the authority to make hiring decisions at this company. I understand the conditions of the program and explicitly agree to the following:

- (1) We are aware that each individual is participant of Summer Work and Travel (SWT) program sponsored by AmerEx allowing him/her to work in the U.S. legally for the period indicated on their DS-2019 form and that after completion of the program participants must return to their home country _____ (initial)
- (2) Our company wishes to participate in SWT program as an Employer and agrees to provide all information required by the sponsor or a U.S. consulate to vet each job offer and cooperate in this process for the duration of the program, as needed _____ (initial)
- (3) Our company will employ each participant under the terms indicated in the Job Offer with work conditions and wages equal to those provided to American counterpart, and in compliance with applicable federal and state laws, including observing pertinent minimum wage and overtime regulations _____ (initial)
- (4) If housing is provided by our company, we certify that the premises are safe, affordable and in compliance with pertinent federal and state laws _____ (initial)
- (5) Participants 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; _____ (initial)
- (6) Per U.S. Department of State, AmerEx must know where each participant is at all times and employer will cooperate with AmerEx in all efforts to monitor each participant by
 - (a) Encouraging each participant to follow all AmerEx and Department of State rules and regulations
 - (b) Contacting the sponsor when the participant arrives or does not arrive on-time,
 - (c) Notifying the sponsor of any concerns about, changes in or deviations from the job/housing offer
 - (d) Notifying the sponsor if participant leaves his/her employment or housing ahead of the program end date or within 24 hours of disappearance of any participant during the program
 - (e) In case of ANY emergency involving the Participant _____ (initial)
- (7) In case of pending termination of a participant from our employ, we agree to notify the sponsor and allow ample opportunity for the sponsor to resolve any misunderstanding or minor issues with participant's performance at the job; _____ (initial)
- (8) Our company agrees that it shall not, without the written consent of the sponsor, assign or subcontract to third parties any of its obligations herein. _____ (initial)

I understand that false certification may subject me to criminal prosecution under 18. U.S.C. 1001, which reads: "Except as otherwise provided in this section, whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes any materially false, fictitious, or fraudulent statement or representation; or makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title or imprisoned not more than 5 years, or both."

Employer Signature

Date

Printed Name: _____



For your convenience this form allows you to type your answers. This form **MUST** be completed digitally, then printed and signed. We ask that you scan the signed form and return to AmerEx at employers@amerex.org or via fax. Photographs and handwritten applications will not be accepted.

EMPLOYER INFORMATION

Tax ID/EIN: _____ Years in Business: _____

Registered Company Name: _____ Bus.Telephone: _____

DBA Name: _____ Business Description: _____

Company Name on Paychecks: _____ Website: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Worksite Address: _____ City: _____ State: _____ ZIP: _____

Main Office Address: _____ City: _____ State: _____ ZIP: _____

Contact Person's First/Last Name: _____ Supervisor First/Last Name: _____

Bus. Email: _____ Bus. Email: _____

Title: _____ Title: _____

Direct/Mobile #: _____ Direct/Mobile #: _____

Owner First & Last Name: _____ Have you worked with a SWT program before? _____

Bus. Email: _____ Have you worked with AmerEx before? _____

Direct/Mobile #: _____ Number of Employees: _____ Number of Branches: _____

EMPLOYER QUESTIONNAIRE Position is seasonal. Summer Winter Spring The position is temporary. _____

The J-1 participants hired will not displace U.S. workers. _____ My company experienced layoffs in the past 120 days. _____

Participants will work alongside U.S. Citizens. _____ Hours will not be predominately from 10 pm and 6 am. _____

My company currently has workers on lockout or strike. _____ Participants will not be concentrated in one location. _____

Planned Cultural Activities: _____

I have included my Workers' Compensation Insurance Policy certificate (deck sheet) for each state where participants will be placed or, if applicable, evidence of the company's exemption from requirement of such coverage in that state. _____

I have included a copy of the company business licence and doing business as (dba) certificate if applicable. _____

I understand a social security card is NOT required to begin work. YES NO | Do you require a drug test prior to beginning work? YES NO | I understand they may NOT drive in any position. YES NO | I understand they must work a min. of 32 hours each week. YES NO

POSITION DETAILS Participant's Name Typed _____

Position Title	\$/hr	\$/hr OT	Description	Requirements (English level,gender,skills etc.)

State Min. Wage: _____ \$/hr Americans make in position : _____ Pay Cycle: _____ Uniform Cost to Employees: _____

Earliest start date: _____ Latest start date: _____ Earliest end date: _____ Latest end date: _____

Hrs/week Min (32 Required): _____ Max: _____ Overtime Required? _____ Overtime Available? _____ Training provided? _____

Grooming Requirements/ Dress Code _____ Employer Training Details: (Paid/unpaid, cost,duration) _____

Describe all other employee benefits (tips,bonuses, discounts etc.): _____



HOUSING DETAILS

Is employee housing provided? _____ Will suggest housing? _____

Provided Housing:

Address: _____ City: _____ State: _____ Zip: _____

Rent: _____ Per: _____ Deposit: _____ Deposit Return Policy: _____

Housing Type: _____ # Tenants Total: _____ # Bedrooms: _____ People/room: _____ # Bathrooms: _____ People/Bthrm: _____

Rent Deducted from pay?: _____ Specific utilities included: _____

Specific utilities not included: _____ Estimated cost of utilities not included: _____

Miles to work site: _____ Safe neighborhood? _____ Would you let your daughter live here? _____ Safe to walk? _____ Safe to bike? _____

This housing includes:

- Bed frame w/ mattress Mattress only Air mattress Pull-out Couch Couch Table Chairs Linens TV Internet
 Microwave Oven Cutlery Pots/Pans Dishes Other: _____

I understand the participant may refuse the provided housing. _____ I understand if deducted from pay I cannot profit from housing: _____

Suggested Housing: Address: _____ City: _____ State: _____ Zip: _____

Miles to worksite : _____ Public Transportation?: _____ Safe neighborhood? _____

Transportation

Arrival Pick up? _____ Arrival airport/station: _____ City: _____ State: _____ Zip: _____

Cost per person: _____ Pick up contact name: _____ Contact phone: _____

Instructions: _____

Transportation **to/from** work available? Type: _____ Cost/day: _____ Details: _____

Transportation **to/from** SS Office? Type: _____ Cost/day: _____ Details: _____

Weekend transportation available? Type: _____ Cost/day: _____ Details: _____

Public transportation available? Type: _____ Cost/day: _____ Details: _____

Public transportation pass available? _____ Is it safe to walk? _____ Minutes walking: _____

Is it safe to bike? _____ I understand that participants should no be biking on highways or dangerous/ busy roads. _____

PARTICIPANT SIGNATURE

First/Last Name: _____ First day of work: _____ Last day of work: _____

Date: _____

Signature _____

EMPLOYER SIGNATURE

Employer First/Last Name: _____ Title: _____

Date: _____

Signature _____

Direct Supervisor First/Last Name: _____ Title: _____

Date: _____

Signature _____

I confirm I have interviewed, hired and communicated directly with this participant. _____

I confirm no monetary payments or incentives were provided to the employer to hire this participant. _____