

**J1 SUMMER WORK TRAVEL PROGRAM**  
**Employment Agreement**



**ACIES**  
A CULTURAL EXCHANGE SERVICE

**EMPLOYER SECTION:** Please read and complete the following section below (attach additional sheets and/or forms as needed). This employment offer is conditioned upon verification of Employer's eligibility and the Participant's receipt of a valid J1 visa with authorization to work in the United States of America ("US"). This employment offer is valid only during the dates listed below or as amended on Form DS2019 as approved by the J1 Sponsor and the US State Department.

As an authorized officer of \_\_\_\_\_ ("Employer"), Federal Tax ID # \_\_\_\_\_,  
COMPANY NAME EIN NUMBER

I hereby certify that \_\_\_\_\_ ("Participant") from \_\_\_\_\_  
NAME OF STUDENT STUDENT'S HOME COUNTRY

has been offered employment with our company with terms outlined below. Employment shall commence no earlier than \_\_\_\_\_ and end no later than \_\_\_\_\_.  
START DATE (MM/DD/YYYY) END DATE - MAXIMUM FOUR MONTHS (MM/DD/YYYY)

**Company Address:** \_\_\_\_\_  
STREET CITY STATE ZIP CODE

**Company Website:** \_\_\_\_\_

**Employment Address:** \_\_\_\_\_  
(If different from company address) STREET CITY STATE ZIP CODE

**Authorized Officer:** \_\_\_\_\_  
NAME TITLE BUSINESS PHONE

ALTERNATIVE PHONE FAX E-MAIL

**Employee Supervisor:** \_\_\_\_\_  
NAME TITLE BUSINESS PHONE

ALTERNATIVE PHONE FAX E-MAIL

**Employee Job Title :** \_\_\_\_\_

**Brief Job Description:** \_\_\_\_\_

**Wage per hour:** \_\_\_\_\_ (excluding tips and/or bonuses) **# of hours to be worked per week:** \_\_\_\_\_ (Minimum)

- Payroll Remittance:**  Weekly  Bi-weekly  Semi-Monthly  Monthly  
**Can weather affect work schedule?**  Yes  No  
**Overtime Opportunity:**  Yes  No  
**Bonus/Commission:**  Yes  No  
**Uniform/Dress Code:**  Yes  No (If Yes, Describe Here) \_\_\_\_\_  
**Is Housing Provided:**  Yes  No (If Yes, Leasing Agreement must be attached)  
**Is Transportation Provided:**  Yes  No (If Yes, please outline cost \_\_\_\_\_)

**ADDITIONAL FORMS NEEDED:**

In addition to the employment agreement, employers must also provide the sponsor with supporting documentation: (1) **Employer Eligibility Survey**, (2) copy of **business license**, and (3) copy of **workman's compensation coverage page**.

\* If employers provide housing, a copy of **leasing agreement** must also be attached.

**J1 VISA DISCLOSURE:** A US Work & Travel Participant with a J1 visa may only work during their university summer break and within designated program dates determined by their home country with a maximum program duration maximum of 4 months. A Participant that successfully completes his/her work assignment with an Employer may travel within the US for up to an additional 30 day grace period within the designated program dates of their home country or in time to begin the first day of university classes, whichever comes first. The Participant is only allowed to work during the dates detailed in Section 3 of an approved Form DS2019 issued by the US Department of State through the designated processor ("Sponsor"). The program regulations do not allow for any visa extensions beyond the designated program dates. The sponsor requires mandatory completion of evaluations by the Participant and the Employer. By signing this agreement, the Employer and Participant agree to abide and collaborate with designated Sponsor, A Cultural Exchange Service ("ACES"), and will remain compliant with all US, state and/or local government laws and/or regulations. Employer agrees that it will and must inform ACES immediately if the Participant does not show up by the start date or leaves before the end date as stated on an approved form DS2019. Participants in this program must confirm taking part in a pre-departure orientation and understanding all rules and responsibilities of the cultural exchange program for which they are taking part. ACES acts as a Participant advocate and should be the first point of contact in cases of dispute or concern. ACES is obligated to terminate the visa of Participants who do not comply with all rules and responsibilities as outlined in the pre-departure orientation. ACES further reserves the right to cancel the Participant's J1 visa if there are any violations to this Employment Agreement.

**STATEMENT OF EMPLOYER INTENT:** As an authorized officer of the Employer, the Employer acknowledges that this Employment Agreement has been offered to the Participant in good faith and that the designated Sponsor must verify the Job Offer and the information contained in this agreement during standard business hours before the Job Offer will be deemed effective. Without confirmation of this job offer, ACES will be unable to offer sponsorship to the prospective Participant. Employer hereby attests that all the information provided herein is true and accurate, that the Employer acknowledges the J1 Visa Disclosure above and agrees to fulfill its obligations as set forth herein, or as may be required by law. I acknowledge that I will be taking part in a diplomacy program, will treat the participant with respect, and will promote cultural exchange opportunities. I further acknowledge that the employment offered is seasonal in nature and is not displacing potential US applicants.

---

PRINTED NAME OF AUTHORIZED OFFICER

TITLE

SIGNATURE

DATE (MM/DD/YYYY)

**STATEMENT OF PARTICIPANT ACCEPTANCE:** As the named Participant, I have thoroughly read this Employment Agreement including the J1 Visa Disclosure above and the SWT Terms and Conditions, and having done so, I hereby accept this job offer as stated. I fully understand that this agreement and Employment Terms & Conditions are the only conditions related to employment under which I am being contracted. I have not signed any other contractual document that states any other conditions or contradicts that which is stated herein. I attest that I can communicate effectively in English, I am able to handle any job that requires me to communicate with the public, and I have not purchased this job offer from the Employer.

I understand that ACES is my designated Sponsor and hereby sponsors me to work for the named Employer at the site specified in Section 1 of an approved Forms DS2019 only. I understand that I am not allowed to change jobs or job sites or accept secondary work without the consent of ACES following Sponsor Employer Vetting and approval. I understand that I must inform ACES immediately of any changes in site location or employment status, including termination. Second jobs must follow the same Employer Vetting and the position must be deemed seasonal in nature and cannot be listed as a prohibited job.

I understand that while eligible to work effective the Start Date in Section 3 of an approved Form DS2019, there may be delays in the effective start date due to training requirements, social security application and/or other requirements as may be determined by the Employer from time to time. I hereby attest that I have at least \$1,200.00 USD accessible to me to cover my expenses in addition to pre-determined rent for travel to and from my employment site, food, utilities and any other expenses that may be incurred until I receive my first paycheck.

I agree not to work beyond the End Date in Section 3 of an approved Form DS2019. I understand that the Employer can terminate my Employment Agreement at any time without prior notice and for any reason not prohibited by law. I understand that my position, duties and responsibilities may vary during the period of employment to satisfy the needs of the Employer. I understand that ACES, as my Sponsor is obligated to terminate my visa for discretions as outlined in my pre-departure orientation. I understand that if I choose not to arrive to work with my Employer by the Start Date in Section 3 of an approved Form DS2019, that I may not have a position available at a later date and I will be responsible for securing alternate employment with sponsor approval within ten (10) days and have sufficient funds or my program may be shortened. If I leave my employment prior to the End Date in Section 3 of an approved Form DS2019, the Employer is also obliged to notify ACES and if I have not informed ACES of my departure within ten (10) days, my visa may be cancelled. If my visa is cancelled or terminated, I acknowledge that I must immediately return to my home country or risk deportation as an illegal alien. I promise that I will fulfill my obligations as set forth herein and keep a copy of this contract and all other program papers on my person at all times while residing in the US.

---

PRINTED NAME OF PARTICIPANT

SIGNATURE

DATE (MM/DD/YYYY)