

JOB OFFER

Selfplaced Work & Travel Program



Student Family Name:	Given Name(s):																
Employment Begin Date: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="font-size: 8px;">Month</td> <td style="font-size: 8px;">Day</td> <td style="font-size: 8px;">Year</td> <td> </td> </tr> </table>					Month	Day	Year		Employment End Date: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> <tr> <td style="font-size: 8px;">Month</td> <td style="font-size: 8px;">Day</td> <td style="font-size: 8px;">Year</td> <td> </td> </tr> </table>					Month	Day	Year	
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Employer/Company Name:		
Business Description:	Tax ID Number (EIN):	
Company Phone:	Company Fax:	
Company Email:	Company Website:	
Company Address:		
City:	State:	Zip Code:
Address where the student would be working (if different from the company address):		
City:	State:	Zip Code:
Manager Name:		
Manager Phone:	Manager Fax:	
Manager Email:		

Job Title/Description (cannot be domestic helper in US household or door to door sales with personal money invested):		
Pre-requisite Skills and Knowledge required:		
English Skills required: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
Is the salary/wage paid to the student same as to Americans in an equivalent position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Payment Schedule:	Salary/Wage (per hour): \$	Housing provided on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No
Average Hrs per Week:	Dress Code:	Housing Type:
Cost of Housing: \$	Housing Cost deducted from Paycheck? <input type="checkbox"/> Yes, Amount: \$ <input type="checkbox"/> No	Deposit Amount: \$
Meals provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Meals provided (on shift):	Cost of Meals:
Other Additional Costs or Additional Financial Arrangements e.g. Incentive plans; Payment Plans; etc (Please specify below):		
➤		
➤		

By signing below, I certify that I meet all the necessary program and employment requirements and prerequisites as outlined above, and that the job position is available for this participant for the entire employment period as stated. I certify that all working and housing conditions outlined above are true and complete. The conditions of employment may change based on any unavoidable circumstances such as weather, and other conditions. I agree that the student may commence his/her employment on the program begin date specified in this form (not withstanding the participant having yet secured a Social Security Number.) As outlined in 26CFR37 6011 (b)-2 of the US Internal Revenue Code, I understand that it is legal to hire and pay workers who do not have a Social Security Number but can show proof of having filed an application for the Number. I also understand that the DS-2019 and I-94 program forms prove work authorization.	
Authorized Host Company Signature:	Date:
By signing below, I certify that I meet all the necessary program and employment requirements and prerequisites as outlined above, and that I am available for the entire employment period as stated. I have understood the employer profile and job responsibilities; I understand and accept all working and housing conditions as outlined. I understand that the conditions of my employment may change based on any unavoidable circumstances such as weather, and other conditions. Once program participation has begun and upon arrival in the USA, no refunds will be granted. I REALIZE THAT I MAY NOT CHANGE HOST COMPANY OR TERMINATE A HOUSING AGREEMENT WITHOUT PRIOR WRITTEN AUTHORIZATION FROM ASSE ASPIRE WORLDWIDE. Leaving a Host Company without authorization is a violation of the US Department of State Regulations and cannot be permitted. In addition, I understand and agree that I may not work for more than a 4-month period.	
Student Signature:	Date:



Employer Responsibilities When Hiring Foreign Workers

To strengthen homeland security in the aftermath of September 11th, Social Security has taken extra steps to ensure the integrity of Social Security numbers. The changes to the way Social Security assigns numbers and issues cards may cause a delay of several weeks or months in receiving a number. This fact sheet addresses employer responsibilities when hiring foreign workers (e.g., students or cultural exchange visitors) who have applied for and are waiting to receive a Social Security number and card. Note that the employee may work while the Social Security number application is being processed.

1. What causes delays when foreign workers apply for Social Security numbers?

When foreign workers apply for Social Security numbers, SSA verifies their documents directly with the Department of Homeland Security (DHS). Most applications are verified immediately, but there can be delays. Social Security understands that this process may affect companies who hire foreign workers, but in the interest of homeland security, direct verification from DHS is vital to ensuring the integrity of the Social Security number.

2. What are an employer's responsibilities when hiring foreign workers who don't have Social Security numbers?

Advise workers that they are required to apply for a Social Security number and card. If a worker applied for but has not yet received a Social Security number, you should get the following information as complete as possible: The worker's full name, address, date of birth, place of birth, father's full name, mother's full maiden name, gender and the date he or she applied for a Social Security number.

3. What if the worker doesn't have a Social Security number when wage reports (Forms W-2) are due to Social Security?

Paper Filers: If the worker applied for a card but didn't receive the number in time for filing, enter "Applied For" in Box d. (Reference: [IRS Instructions for Forms W-2/W-3](#))

Magnetic Tape/Diskette or Electronic Filers: If the worker applied for a card but didn't receive the number in time for filing, enter all zeros in the field for the Social Security number. (Reference: [SSA's Magnetic Media Reporting and Electronic Filing Format](#))

Remember to ask the worker to tell you the number and the exact name printed on the card, when he or she receives it.

4. My foreign worker received his or her Social Security number after I filed my wage report. What do I do?

When you receive the worker's Social Security number, file Form W-2c (Corrected Wage and Tax Statement), to show the worker's number. (Reference: 26 CFR 31.6011)