



All sections must be completed by the U.S. employer and signed by both employer and J1 participant

As the designated Exchange Visitor Program Sponsor, Janus International is responsible for ensuring that the employers for Janus sponsored participants receive the support and information they need, and that they meet certain criteria to help ensure the success of the J-1 Work and Travel Exchange Program. So that we can proceed with issuing/changing the necessary DS-2019 (Certificate of Eligibility for Exchange Visitor Status) for the J-1 participant(s), we need to receive the following form and information by email or fax from the employer (additional pages can be added if necessary). Call us at 1-866-249-3888 if you have questions or need assistance.

After receipt of this complete form and supporting documents, Janus International will contact the employer who completed this form by email or phone to confirm the job offer details and request any other additional information needed. Please make sure the contact details provided on this form are current and active. If we not hear back from you within a week, we will be unable to proceed further with the verification process.

To be completed by J1 student (mandatory!) this Self-Placed job was arranged by:

- J1 STUDENT J1 STUDENT'S OVERSEAS AGENCY
- THIRD PARTY (EX. FRIEND, HOST EMPLOYER RECRUITER, JOB AGENCY, etc.) PLEASE SPECIFY: _____
- WEBSITE (PLEASE SPECIFY WEB ADDRESS): _____

To be completed by Host Employer:

NAME OF J-1 PARTICIPANT HIRED: _____

BUSINESS NAME: _____ **ADDRESS:** _____

CITY _____ **STATE** _____ **ZIP** _____ **WEBSITE:** _____

MANAGER/CONTACT: _____ **PHONE:** _____ **EXT:** _____

MANAGER EMAIL ADDRESS: _____

FEIN (Federal Employer ID Number) _____ **WORKMAN'S COMPENSATION PROVIDER & POLICY NUMBER:** _____

****Must attach copy of Worker's Compensation Cover Sheet & Business License when faxing/scanning documents to Janus International***

LIST THE JOB(S) AND JOB DESCRIPTION(S) THAT WILL BE PROVIDED TO PARTICIPANTS (Must be completed): _____

Participants should be aware that most J1 jobs require hard physical work which involves: cleaning, lifting, standing, pushing, bending, etc.

JOB START DATE PROVIDED:* _____ **JOB END DATE PROVIDED:*** _____

**** Dates must be within the official Summer Work/Travel program dates set for each country.***

OF WORK HOURS THAT EACH PARTICIPANT WILL AVERAGE WKLY: _____ **(Paid Weekly or Bi-Weekly?)** _____

HOURLY PAY RATE/OVERTIME RATE: _____ **HOUSING DEPOSIT REQUIRED (AMT?)** _____ **HOUSING RATE:** _____

IS THE J1 PARTICIPANT ABLE TO RECEIVE FIRST PAYCHECK BEFORE SUBMITTING COPIES OF SSN AND/OR SOCIAL SECURITY CARD RECEIPT?

- YES NO (If NO, please explain how participants can obtain their first paycheck): _____

Please proceed to complete the second page of the Self Placed Job Agreement. Both pages must be completed prior to submission to Janus International.

J-1 Housing Arrangements:

PLEASE DESCRIBE PARTICIPANT HOUSING AND TRANSPORTATION ARRANGEMENTS (if no housing provided, will employer assist with finding):

HOUSING ADDRESS: _____

Note: If housing is provided by employer, please proceed to complete the additional "Employer Arranged Housing" form. Students who are sourcing their own housing are required to fill out a separate "J-1 Student Arranged Housing Form."

Cultural Exchange (Must Be Completed by Host Employer):

A primary objective of the J-1 Work and Travel Program is cultural exchange. We support this objective by encouraging and supporting employers and J-1 participants to utilize any cultural exchange opportunities in their area. **Please list any local events, places of interest to visit, work related or pre-organized activities available that contribute to the experience of the participant of experiencing what life is like in the U.S., and their understanding of our culture. Please add additional page for more cultural activities information:**

Host Employer Guidelines & Responsibilities

- Employer agrees to provide employment to participant as agreed, to encourage and provide access to cultural activities, to arrange and/or provide acceptable housing (meets all building, safety & occupancy codes) at the agreed-upon rate, and to advise Janus immediately of any change in status of participant's location or employment.
- Employer understands that Exchange Visitors can be paid legally upon providing the application letter from the Social Security office.
- Employer complies with all Federal, State and local laws regarding employment, labor laws and occupational safety.
- Employer agrees to provide each J-1 Work and Travel Participant with a Job Agreement, outlining the terms of employment and instructions for after their arrival in the United States, including a telephone contact and an email address for their inquiries prior to arrival.
- Employer is aware that J-1 Work and Travel students are considered non-resident aliens who are not subject to Social Security (FICA), Medicare, or Federal Unemployment (FUTA) withholding taxes.
- Employer confirms that the position offered is temporary/seasonal in nature and will not displace U.S. workers
- Employer confirms that there have been no layoffs at their company within the last 120 days and that there are no workers on lockout or on strike.
- Employer is aware that J-1 participants cannot be assigned work hours that fall predominantly between 10:00 PM and 6:00 AM and that participants cannot work more than 4 hours between 10:00 PM and 6:00 AM on any given shift.

By signing this form, the employer confirms that they have hired this participant directly or through a Janus approved partner agent overseas. If a third party was used in the recruitment process, please specify the name of the company here _____.

Employer Name & Title

Employer Signature

Date

J1 Participant Printed Name

J1 Participant Signature

Date

(Accepting all of the information outlined above on both pages of this job agreement)

RETURN THIS FORM BY FAX TO 804 589 1949 OR EMAIL to student@janus-international.com

Include copy of any Employment, Housing or other Agreements signed by J-1 Participant