



# Work and Travel

## *Employer and Job Profile Spring/Summer 2006*

Company Information				
Company name:				
Address:				Suite:
City:	State:		Zip:	
Work dates				
Earliest date students may <b>begin</b> work:			Latest date students may <b>begin</b> work:	
Earliest date students may <b>end</b> work:			Latest date students may <b>end</b> work:	
Minimum time period that students should be available to work:				
Positions				
Job title:				
Description of position:				
English level required:	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	
Skills and requirements necessary for position:				
Is job training required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please specify:		
Is it paid training?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Earnings				
Hourly wage:				
Tips:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated weekly wage including tips (before taxes):		
Bonus:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of bonus:		
Pay Schedule:	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Other:
Details of Job				
Location of position:				
Describe working conditions: (e.g. sitting, standing, outdoors, etc)				
Will job duties vary?				
Is there a preference for hiring male or female students? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If so, what is the percentage?		% Male	% Female	
Are you willing to hire groups of friends? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If so, how many in a group are you willing to hire?				
Are you willing to hire couples? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Is a drug test required? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Upon student arrival, are there additional forms to complete?				<input type="checkbox"/> Yes <input type="checkbox"/> No
What are the reporting times at the work site? (e.g. hours and days)				

**Area Details**

Best description of location for work site:	<input type="checkbox"/> Metropolitan/Industrial <input type="checkbox"/> Suburban	<input type="checkbox"/> Resort/Ocean/Lake <input type="checkbox"/> Remote/Rural
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Details of the location:

Nearest major city:	Nearest major airport:
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Transportation to worksite upon arrival in U.S. (include name of airport and ground transportation):

<input type="checkbox"/> Employer will arrange pick-up
<input type="checkbox"/> Public Transportation Cost: \$
<input type="checkbox"/> Other (please include details):

Available public transportation to leave Work & Travel area:

<input type="checkbox"/> Inner-city bus	<input type="checkbox"/> Inner-city subway	<input type="checkbox"/> Greyhound	<input type="checkbox"/> Amtrak/Commuter rail
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Public transportation access:  Walking distance  In town accessible  Transportation required

Accessible amenities

Food market:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town accessible	<input type="checkbox"/> Transportation required
Laundry:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town accessible	<input type="checkbox"/> Transportation required
Shopping mall:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town accessible	<input type="checkbox"/> Transportation required
Movie theatre:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town accessible	<input type="checkbox"/> Transportation required
Restaurants:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town accessible	<input type="checkbox"/> Transportation required
Internet café:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town accessible	<input type="checkbox"/> Transportation required
Public library:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town accessible	<input type="checkbox"/> Transportation required
Post Office:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town accessible	<input type="checkbox"/> Transportation required
Bank:	<input type="checkbox"/> Walking distance	<input type="checkbox"/> In town accessible	<input type="checkbox"/> Transportation required

**Average daily temperature**

January	February	March
April	May	June
July	August	September
October	November	December

If student arrives after hours, list suggested over-night accommodation:

Cost per night:

Transportation to over-night accommodation:

Cost:

Directions to workplace:

Possibility of students finding a second job in the area:  Very good  Average  Difficult/not possible

Will employer assist students in finding a second job?  Yes  No

**Housing**

Is housing provided? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, is assistance for housing provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of housing (if provided):			
Cost of housing per week:			
Will the costs be deducted from paycheck? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so, how much will be deducted per paycheck?			
Are utilities included? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will the student be required to sign a separate housing contract? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is a housing deposit required? 150 \$			
Deposit due date:			
Is deposit refundable? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Conditions of deposit refund:			
How will deposit be refunded to the students?			
Are students allowed to seek alternative housing than originally provided? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If so is there a penalty? (e.g. forfeiture of deposit) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please explain:			
<b>Housing Amenities</b>			
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Kitchen utensils (pots and pans)	<input type="checkbox"/> Microwave	
<input type="checkbox"/> TV	<input type="checkbox"/> Telephone	<input type="checkbox"/> Computer/Internet access	
<input type="checkbox"/> Private bathroom	<input type="checkbox"/> Linens	<input type="checkbox"/> A/C	
Any additional amenities:			
Number of students to a room:			
Is co-ed housing allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Method of transportation from housing to work site:			
<input type="checkbox"/> Transportation provided by employer	Amount: \$		
<input type="checkbox"/> Public transportation required and available	Amount: \$		
<input type="checkbox"/> Students must arrange own transportation	Amount: \$		
<input type="checkbox"/> Within walking distance			
Distance from housing to work site?			
Commute time:			
<b>Meals</b>			
<input type="checkbox"/> Full meal plan	Per day: \$		
<input type="checkbox"/> Breakfast	Per day: \$		
<input type="checkbox"/> Lunch	Per day: \$		
<input type="checkbox"/> Dinner	Per day: \$		
Are meals included in the rent cost? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Is purchase of a meal plan mandatory? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**Uniforms**

Are uniforms required?  Yes  No

Cost of uniform:

Are uniform laundry services available?  Yes  No

Any company grooming requirements?  Yes  No

Please explain:

Will students need to purchase specific clothing or footwear?  Yes  No

Please explain:

**Work hours**

Will students begin work as soon as they arrive?

If not when can they expect to work?

Minimum number of hours per week that students can plan on working:

Maximum number of hours per week that students will be allowed to work?

In what month(s) can students expect to receive the most hours?

Do you pay overtime?  Yes  No

If yes, at what number of hours do you pay overtime?

Hours per week during training period:

Does your company only operate on weekends before or after specific dates?  Yes  No

If yes, please explain:

**Social Security**

**Because U.S.-Ukraine Foundation prefers that the student be able to travel directly to their work sites and begin their programs more quickly, our students receive orientation upon arrival to the U.S. There may be instances where the students will need to apply for social security after arriving at the work site and many employers assist their students in that process in some manner.**

Does your company provide Social Security application assistance?  Yes  No

If yes, please indicate the type of assistance offered (e.g., on site social security office, transportation to the nearest office, etc):

Does your company require students to have applied for Social Security before arriving at the work site?  
 Yes  No

How will students be paid until their Social Security number arrives?

Where is the closest Social Security office?

Do you have a working relationship with your local Social Security office?  Yes  No