



CSB
INTERNATIONAL, INC.

CSB International, Inc.

119 Cooper Street

Babylon, NY 11702

Phone: 1-877-669-0717

Fax: 1-631-893-4547

info@csb-usa.com

www.csb-usa.com

Summer Work Travel EMPLOYER QUESTIONNAIRE

Company Name : _____

Brief description: _____

Contact Person: _____

Address: _____

E-Mail: _____

Telephone #: _____

Fax #: _____

Website: _____

JOB INFORMATION

Number of jobs: _____ (approximately)

Positions available: _____

Dates of Employment: From _____ To: _____

Approximate Wage/Hour: _____ Minimum Hours/Week: _____

Work schedule: _____ Other benefits: _____

HOUSING AND TRANSPORTATION INFORMATION

Is there housing available? Yes ☐ No ☐ Will assist – Please specify contact info _____

Brief description: _____

Cost of housing/week: _____ Cost of housing deposit: _____

Arrival Pick-up: Yes ☐ No ☐ Arrival airport: _____ On site transportation method: _____

EMPLOYER NEEDS

Gender: _____ Age: _____ Country: _____

Level of English: _____ Skills required: _____

ADDITIONAL INFORMATION *(Specific comments you would like the international staff to know)*

NAME OF HIRING PERSON: _____ DATE: _____

SIGNATURE: _____

The job offer must be signed to confirm employment for each hired participant.



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Responsibilities of the Employer according to the United States Department of State and sponsor regulations governing the program:

1. Our company acknowledges that the below accepted program participant is sponsored by CSB International, Inc. and he/she is considered by the United States Government to be the continuing responsibility of CSB (the sponsor).
2. Our company wishes to participate in the Summer Work Travel Program as a third party and agrees to provide all information required by the sponsor to vet this job offer and cooperate with the sponsor, as needed. This is certified by the signature of the person completing the form.
3. Our company will provide a suitable work situation for each participant, with wage and work conditions consistent with that required of the American counterparts, and in compliance with applicable federal and state law concerning employment. At minimum, participants must be compensated at the prevailing local wage, which must meet the higher of the applicable State or Federal Minimum Wage.
4. Our company will provide participants the approximate number of hours of paid employment per week as identified on the job offer and agreed to during the job vetting process.
5. Our company will pay those participants eligible for overtime worked in accordance with applicable state and federal law.
6. If housing is provided, our company certifies that the facility is in compliance with applicable federal and state law concerning housing.
7. Our company will disclose in writing to the sponsor any fee, expense or cost that is assessed to and paid by any participant.
8. Our company must notify the sponsor promptly:
 - (a) When the participant arrives to begin his/her program. Our company shall encourage the participant to inform the sponsor of his/her residential address in the United States within 10 days of arriving, as required by the United State Department of State. Participants must visit the sponsor's main website www.csb-usa.com and fill out the Check-in form. Our company shall contact the sponsor if the participant does not arrive at all.
 - (b) When there are any changes or deviations in the job placement during the participant's program. Our company shall immediately contact the sponsor if conditions that may lead to the job revocation have occurred.
 - (c) When the participant is not meeting the requirements of his/her job placement. Our company shall be responsible for dealing with issues involving the participant such as poor performance, but shall notify the sponsor immediately and cooperate with the sponsor.
 - (d) When the participant leaves his/her position ahead of his/her planned departure. Our company shall notify the sponsor within 24 hours of the disappearance of any accepted participant.
9. Our company agrees that it shall not, without the written consent of the sponsor, assign or subcontract any of its obligations hereunder. The company agrees that it will not transfer any participant to another location or work site without prior written notification to the sponsor. The company shall provide to the sponsor, in writing, contact information for each participant and shall update the information in writing within 48 hours of any changes in such information.
10. Our company is responsible to provide the Form W-2 once the employment has been completed so the participant can file a tax return request with the Internal Revenue Service. The company must take note of the participant's home address and send the form to his/her home country.

Signature

date