



IENA

International Exchange of North America

EMPLOYER JOB PROFILE

BUSINESS INFORMATION:

PHYSICAL BUSINESS LOCATION INFORMATION:

Name of business:

Type of business:

Contact name:

Street address:

City:

State:

Zip:

Phone: (_____) _____ - _____ Ext: _____ Fax: (_____) _____ - _____

Email: _____ Emergency phone: (_____) _____ - _____

Dates at this address (or year round):

ADDRESS FOR APPLICATIONS (if different):

Contact name:

Address:

City:

State:

Zip:

Phone: (_____) _____ - _____ Ext: _____ Fax: (_____) _____ - _____

Email: _____ Emergency phone: (_____) _____ - _____

Please tell us about your business:

GENERAL JOB INFORMATION:

What season are you looking for staff for? (Please tick all that apply)

Spring (March - June) Summer (May/June - September/October) Winter (November/December - March)

Is this your first year hiring through IENA? Yes No - How many did you hire last year?

Does your company only operate during specific times of the year? Yes - Details No

How is salary paid? Weekly Every Two Weeks Monthly Other - Details:

Do you provide salary advances? (Please give details)

Do you provide bonuses? (Please give details)

Are students required to wear a uniform? Yes No Is the uniform provided? Yes No - Cost? \$

Will you hire friends? Yes - How many? No Will you hire couples? Yes No

Is food provided? Yes No Cost/Comments:

Additional information:

SPECIFIC JOB INFORMATION: (Copy this page if needed for more jobs)

JOB 1:

Job title:	Number of jobs available:
Description of job:	
Working conditions: (e.g. standing all day, working outdoors etc):	
Is job training required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Length of training period:
Are students paid for training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rate of pay during training: \$
Average hours per day/week:	Salary per hour/week: \$
Is overtime available? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, at what rate?
Dates staff required for this job: Start:	End: Latest date for staff to arrive:
Additional information:	

JOB 2:

Job title:	Number of jobs available:
Description of Job:	
Working conditions: (e.g. standing all day, working outdoors etc):	
Is job training required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Length of training period:
Are students paid for training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rate of pay during training: \$
Average hours per day/week:	Salary per hour/week: \$
Is overtime available? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, at what rate?
Dates staff required for this job: Start:	End: Latest date for staff to arrive:
Additional information:	

JOB 3:

Job title:	Number of jobs available:
Description of job:	
Working conditions: (e.g. standing all day, working outdoors etc):	
Is job training required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Length of training period:
Are students paid for training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Rate of pay during training: \$
Average hours per day/week:	Salary per hour/week: \$
Is overtime available? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, at what rate?
Dates staff required for this job: Start:	End: Latest date for staff to arrive:
Additional information:	

LOCAL AREA:

Would you describe the location of the work place as: Remote/Rural Resort/Beach Suburban Urban

Nearest major city: _____ Distance: _____ Nearest major airport: _____ Distance: _____

Available public transport: Bus Train Subway Taxi Not Available

Is the local area easy to get around without a car? Yes No Can you provide help with transport? Yes No

Local amenities: (Please give approx distances and method of transport.)

Food/Grocery store:

Post Office:

Bank:

Internet cafe:

Shopping mall:

Movie theatre:

Potential housing:

Other:

Additional Information:

HOUSING:

Is housing provided? Yes - please complete information below No - please see last question

If yes, do you require the student to sign a housing contract? Yes No

Type of housing: Apartment Shared House Dormitory Motel Other

Number of students to a room: _____ Do you offer co-ed housing? Yes No

Cost of housing per week: \$ _____ Is this deducted from paycheck? Yes No

Are utilities included? Yes No - Amount: \$ _____

Is a housing deposit required? Yes No If yes, date deposit due: _____ Amount: \$ _____

Conditions of deposit refund:

Are students obligated to live in housing provided? Yes No Can they find alternative housing? Yes No

Is there a penalty if students leave the housing early? Yes No If yes, details: _____

How far is the housing from the work place?

How do students get from the housing to the work place?

Would you describe the location of the housing as: Remote/Rural Resort/Beach Suburban Urban

What amenities does the housing offer? (e.g. TV, internet access, computer, AC, telephone, linens)

What else should the students know about the housing?

If you don't provide housing, what assistance can you offer?

SOCIAL SECURITY:

Many students are now able to travel directly to their work sites to begin their employment more quickly. However, in many cases this means they will need to apply for their Social Security number after they have arrived at your work site. Many employers now assist the students in applying for their number in some way.

Do you require the students to have applied for their number before arriving to the work place? Yes No

Where is your nearest Social Security office? How far away is that?

Do you provide assistance to the students in applying for their number? Yes - Please give details below No

Will you hire and pay wages before a Social Security number/card has been issued? Yes No
 It is legal to hire and pay workers who do not have a Social Security number but have proof that they have applied for the card. Please see 26CFR3.6011(b)-2 of the Internal Revenue code. The DS-2019 and I-94 card prove work authorization.

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

Additional information:

ARRIVAL IN THE USA:

What is the best method for students to get from their arrival airport/orientation to their workplace/accommodation?

What are the times/costs of that?

Please give details of specific days/times that the students should/shouldn't arrive:

Additional information:

EMPLOYER DECLARATION:

By signing this form, I agree to the following terms:

I confirm that all the information contained here in my Employer Profile is accurate and a true reflection of the offer I provide to IENA students.

I confirm that salary and other terms offered are commensurate with the participants US counterparts.

I agree to abide by all local, state, and federal health, safety and employment laws.

I understand that IENA does not guarantee that I will hire applicants for all of the positions offered.

I understand that IENA is not responsible for the issuance of visas and does not guarantee that all students hired will receive visas.

I understand that IENA will share this information with overseas partners.

Signed: Date:

Name: Position/title:

Please return to IENA Inc., 242 Curt Smith Road, Southbury CT 06488. Tel: (203) 264-7707 Fax: (203) 264-0743
 Please return the form as soon as possible.
 IENA reserves the right to edit or refuse any listings.