



World Wide Cultural Exchange

Summer Work & Travel 2004 Program Application

FULL SERVICE APPLICATION: _____

INDEPENDENT PLACEMENT APPLICATION: _____

PERSONAL INFORMATION:

SW&T #: _____

(TO BE ASSIGNED BY THE REPRESENTATIVE)

FAMILY NAME		GIVEN NAME		MIDDLE NAME	DATE OF BIRTH: MM/DD/YY
ADDRESS			CITY	COUNTRY	
BIRTH CITY		BIRTH COUNTRY		COUNTRY OF LEGAL RESIDENCY	
COUNTRY ISSUING PASSPORT		CITIZENSHIP COUNTRY		SOCIAL SECURITY # (if any)	DRIVER'S LICENSE # (if any)
MALE _____	FEMALE _____	SINGLE _____	MARRIED _____	Are you going to be 18 years of age or older by June 1, 2004? YES _____ NO _____	
PHONE NUMBER			E-MAIL ADDRESS		
EMERGENCY CONTACT NAME		EMERGENCY CONTACT ADDRESS		EMERGENCY CONTACT PHONE	
FATHER'S NAME AND OCCUPATION			MOTHER'S NAME AND OCCUPATION		
ADDRESS		CITY	COUNTRY	E-MAIL ADDRESS	

PLEASE ATTACH YOUR SMILEY PHOTO IN THE SPACE PROVIDED HERE



GENERAL HEALTH STATE: Excellent Good Fair Poor

ALLERGIES: Yes No

SPECIFY:

ARE YOU CURRENTLY PREGNANT? YES NO

ARE YOU ON ANY MEDICATION? YES NO

IF YES, EXPLAIN:

EMPLOYMENT HISTORY:

(Please provide valid recommendations for paid or volunteer experience)

EMPLOYER	POSITION	JOB DESCRIPTION	DATES	
			FROM MM/DD/YY	TO MM/DD/YY

EDUCATIONAL INFORMATION:

NAME OF CURRENT UNIVERSITY	FULL-TIME STUDENT ?	YEAR OF STUDY COMPLETED BY JUNE '04	DATES	
			STARTED MM/DD/YY	GRADUATING MM/DD/YY
	<input type="checkbox"/> YES <input type="checkbox"/> NO	1 2 3 4 5 (+)		

MAJOR OF STUDY:

ENGLISH LEVEL (Please circle one from each category)	COMMUNICATION	EXCELLENT	GOOD	POOR
	WRITTEN	EXCELLENT	GOOD	POOR



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GENERAL INFORMATION:

Do you have family in the USA? YES NO If yes, please give address:

PLEASE PROVIDE COPY OF THE VISA STAMP

Have you been to the USA? YES NO When and on what visa?

Have you been denied a USA visa before? YES NO What type of visa and when?

Have you received a J-1 visa before? YES NO List program and year:

Please provide copies of all visas, visa stamps, or visa denials in your passport.

Why do you want to participate in this program?

HOUSING:

Are you going to use the housing facilities provided by WWCE? YES NO
(Please check with your representative for availability. For Full Application Students only)

If you are a "Full Application Student" and answered YES at the previous question, WWCE will make arrangements for your housing and inform you of the conditions. You understand that you will have to pay the housing costs and use the housing facilities.

If you answered NO at the previous question, you will be responsible for arranging your own housing. Please understand that WWCE or the employers will not be able to help you find housing unless you answered yes at the previous question at the time of submitting the application. It will be your responsibility to find housing and have everything arranged at the time of your arrival. Failure to submit the housing information to WWCE one month prior to your arrival in the US, will result in your dismissal from the program without refund.

SPECIAL QUALIFICATIONS: (List any special skills you would like us to consider)

REQUIREMENTS:

YOU CERTIFY THAT YOU ARE AND WILL:

- ✓ Available to work in the US for at least 9 weeks
- ✓ A full-time student currently attending a course of education or someone who has a confirmed place to attend such a course in the autumn of their return to their Home Country. Proof of student status will be required.
- ✓ Provide a supportive reference from a previous employment. (This employment may have been full-time or part-time, paid or voluntary)
- ✓ Provide 2 other verifiable references, supportive of the position for which they are applying (may be from teachers)
- ✓ Speak fluent English and have good communication skills
- ✓ Be aged 18-28 at least one month before their US departure date
- ✓ Provide a copy of the 'personal details' page of their Passport as well as all the visa stamps from the passport
- ✓ Provide a satisfactory Medical & Police Report and agree to a background check
- ✓ Have a valid email address throughout the time that their application is active
- ✓ Not have a criminal record
- ✓ Be enthusiastic, dependable and eager to experience new ways of life
- ✓ Read, understand, agree with and sign the WWCE Terms and Conditions

Student Signature: X

Student Name: X

Date: MONTH / DAY / YEAR



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SUMMER WORK & TRAVEL TERMS AND CONDITIONS:

Please read this document carefully, and make sure that you understand all the points before you sign. If you have any questions, please e-mail your local WWCE representative, or the corporate office in the USA. This is a legal and binding agreement, and it shall constitute part of your agreement with WWCE.

By signing this document, you agree to the following terms and conditions:

1. You will check-in with WWCE Work & Travel within three days of arriving in the USA, by calling and speaking with a team member between 9:00 a.m. and 5:00 p.m. Pacific Standard Time. Failure to do so will result in dismissal from the program, loss of insurance, being reported to the U.S. immigration authorities, and an early return to your home country. Further information on check-in is included in the Work & Travel Participant handbook.
2. You will report to the employer confirmed by WWCE by your program start date listed in section #3 of the form. Failure to do so for any reason, including not being able to secure a visa in time, will result in dismissal from the program.
3. You will not work beyond the program end date listed in section #3 on your DS-2019 form.
4. If you would like to change employers, you will obtain written authorization from WWCE before changing employers. Failure to do so will result in dismissal from the program.
5. You are physically capable of performing the tasks required as outlined in your job description.
6. Within 30 days of the program end date listed on your DS-2019 form, you will return to your home country.

You understand that:

1. A DS-2019 form enables you to apply for a J-1 Work & Travel visa. The United States Embassy or Consulate may deny your application for a visa. WWCE cannot change their decision.
2. Even if you receive a J-1 Work & Travel visa, you may be denied entrance into the U.S. by an Immigration and Naturalization Service Officer, especially if you are not reporting to the port of entry of your confirmed placement. If this happens, you will be dismissed from the program without refund.
3. If you are dismissed from the Work & Travel Program, you will be out of status with your J-1 visa and you will no longer have medical insurance. Once you are out of status, you must leave the United States within 15 days or face further penalties.
4. You must bring enough money to the U.S. to cover your food, housing, and other personal expenses for at least one month. This is a minimum of \$600. WWCE is unable to loan money to you.
5. If you decline to use the housing provided by WWCE, you are responsible to make your own travel and housing arrangements, and must give your travel and housing plans to your local representative at least four weeks prior to arrival in the United States. Failure to do so will result in dismissal from the program.
6. You must notify WWCE and the US Immigration Service using form AR-11 within 3 business days in case you change your address. Failure to do so will result in dismissal from the program.
7. You must participate in a post-arrival orientation. Failure to do so will result in dismissal from the program.
8. A J-1 summer work & travel visa cannot be extended. You must return home at the end of your program, or face federal fines and disbarment from re-entering the U.S.
9. As a Work & Travel Student, you are subject to the U.S. Criminal Justice system. Failure to obey laws may result in criminal prosecution, fines, jail sentences, or other penalties. WWCE may not be able to assist you under these circumstances.

If you applied as an Independent Placement Participant, you understand that:

1. WWCE must be able to confirm your position with your employer before a DS-2019 form will be issued. WWCE will confirm your placement within two weeks of receiving your completed application, a signed copy of this form, the program fee, and a Job Offer Letter, signed by both you and the employer. If we are unable to confirm your job, you will have several options; your employer may contact the WWCE headquarters and confirm your placement, you may provide a Job Offer Letter for a different employer, you may switch to the Full Application Service, or you may cancel your application and forfeit your application fee. If you do not cancel your application and WWCE cannot confirm your position within 1 month of receiving your completed application, your application will be cancelled, and you will forfeit your application fee.
2. If you provide false or misleading information on your Work & Travel Application or Job Confirmation form, your application will be cancelled, and you will forfeit your application fee.

Due to the recent visa regulations, WWCE has a very strict cancellation policy as follows:

CFA = Cancellation Full-Application. Student has cancelled less than six weeks prior to the start of the program. No refund will be processed.

CVD = Cancellation Visa Denied. Student had the visa denied. The refund request along with all the supporting documents needs to be submitted to WWCE within 14 days of denial. Paperwork needs to be sent by registered mail. Full refund less \$300 processing fee will be given. If the paperwork is not received by the requested time, WWCE reserves the right to deny a refund.

CUJ = Cancellation unverifiable job. Students provides a job offer that is not verifiable. Partial refund less a processing and interview fee of \$300 will be processed.

CMC = Cancellation medical condition. Student cannot participate in the program due to a medical condition. Supporting documents need to be provided, and refund needs to be requested 6 weeks prior to the departure date. If refund is requested within the specified time, partial refund less a processing fee of \$150 will be refunded. If refund is requested after the specified time, application will be considered CFA.

CSS = Cancellation special circumstances. Full refund will be given at our own discretion based on special circumstances in the application of some of our applicants.

All refunds will be processed between August 20 – August 31, based on receiving the refund requests on a timely manner. No refunds will be processed for requests received after the 15th of July, no matter the circumstances. Please check with your local coordinator for any additional fees they may charge.

I certify that the information I have given in the application form completed by me is accurate and true. I have read this entire agreement carefully, and I have had the opportunity to ask questions, obtain advice as to its meaning, and I understand it. I am capable of reading and understanding this agreement in English. I do not rely on any promises, statements or representations that are not expressly stated in this Agreement. I agree to abide by the terms and conditions of the Work & Travel Program.

MONTH / DAY / YEAR

Student Signature: X

Student Name: X

Date:



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RECOMMENDATION:

STUDENT'S FAMILY NAME	GIVEN NAME	MIDDLE
ADDRESS	CITY	COUNTRY

To the individual making the recommendation:

When considering applications for the Summer Work & Travel Program, the Admission Committee places particular emphasis on the recommendation. A recommendation that presents a balanced view of the applicant's abilities is most helpful to the committee and to the applicant. Specific comments about significant attributes, both positive and negative, are more useful than general statements. Feel free to supplement this form with additional information that you think is important. Please include a business card or letterhead when sending this form.

Name:

Position/ Title:

Company/ Organization:

Address:

City/ Zip Code/ Country/:

Daytime telephone:

1. How long have you known the applicant?

2. Under what circumstances have you known the applicant? (Student, employee, etc.)

3. What do you consider the applicant's most outstanding abilities?

4. What are the applicant's major liabilities or weaknesses?

5. What is the applicant's teamwork potential?

6. How would you rate the applicant's oral communication skills? (Please circle one).

EXCELLENT	GOOD	AVERAGE	POOR
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7. How would you rate the applicant's written communication skills? (Please circle one).

EXCELLENT	GOOD	AVERAGE	POOR
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8. In your opinion, is the Work & Travel Program appropriate at this time in the applicant's career?

9. Please rate the applicant to the best of your knowledge by marking the appropriate box.

	EXCELLENT	GOOD	AVERAGE	POOR
MATURITY				
HONESTY				
FLEXIBILITY				
RESPONSIBILITY				
INITIATIVE				
ATTITUDE				
COMMITMENT				
ENERGY				
DETERMINATION				

10. Do you recommend the applicant be admitted in the WWCE Summer Work & Travel Program?

Strongly recommend
 Recommend
 Recommend with some restriction
 Do not recommend

Signature: X

Date:

MONTH / DAY / YEAR



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INDEPENDENT PLACEMENT JOB AGREEMENT: *(Only for Independent Placement Students)*

PLEASE PRINT OR TYPE THE INFORMATION

STUDENT'S PERSONAL INFORMATION:

FAMILY NAME	GIVEN NAME	MIDDLE NAME	DATE OF BIRTH: MM/DD/YY	
ADDRESS		CITY	COUNTRY	
BIRTH CITY	BIRTH COUNTRY	COUNTRY OF LEGAL RESIDENCY	SOCIAL SECURITY # (if any)	DRIVER'S LICENSE # (if any)
AVAILABLE ARRIVAL DATE: MM/DD/YY		LAST AVAILABLE DEPARTURE DATE: MM/DD/YY		

EMPLOYER INFORMATION:

COMPANY NAME	TYPE OF BUSINESS		NUMBER OF EMPLOYEES:	
ADDRESS	CITY	STATE	ZIP CODE	
COMPANY'S CONTACT PERSON NAME	COMPANY'S CONTACT PERSON POSITION	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS

JOB INFORMATION:

STUDENT'S JOB TITLE	START DATE	END DATE	PAY RATE	NUMBER OF GUARANTEED HOURS PER WEEK:
HOUSING AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	COST OF HOUSING PER WEEK		ARE MEALS PROVIDED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
JOB DESCRIPTION:				

ACCEPTANCE STATEMENT - The Employer agrees to:

Uphold the objectives of the program to promote cultural understanding and positive experiences for the participating students. Provide employment to this student consistent with the employment outlined in the Job Offer portion of this Agreement, as long as the student performs his or her assigned tasks in a satisfactory manner. Reserve the right to dismiss students at will, but will make a good-faith effort to this student for as long as possible in the event of a labor force reduction, resulting from unforeseen circumstances. Make a good faith effort to assist WWCE in finding a new placement for the student if the student is subject to layoffs, resulting from unforeseen circumstances. Observe all applicable local, state, and federal labor laws. Refrain from employing students in positions as domestic servants, or from requiring students to invest funds for the purpose of acquiring products for the purpose of door-to-door sales as prohibited in the J-1 summer work & travel regulations of the US Department of State. Understand that WWCE cannot guarantee visa approvals, arrival dates, or the performance of students. In the event the Employer provides housing for the students, the facilities should I hereby certify that _____ (Name of student) has been offered a position with _____ (Name of company). I understand that this person is on a J-1 cultural exchange program. Therefore, this person can be exempt from paying some U.S. taxes. The Student will at all times be our employee and not that of WWCE. As such, we will pay and be solely responsible for any and all salaries due and any and all withholdings and similar taxes related to the Student. As further consideration for entering into this agreement, to the fullest extent provided by law, we agree to hold WWCE harmless from and against all claims, demands, liabilities, expenses, and actions (including attorneys' fees) for or on account of any injury or death to any person (including the Student), or for any property damage arising out of or in connection with the Student or any services rendered in connection with or as a result of this agreement whether or not caused by the fault or negligence of WWCE. In addition, I will make every effort within reason to provide the Student with the best cultural exchange experience possible.

Student Signature: X	Student Name: X	Date: _____ <small>MONTH / DAY / YEAR</small>
Official Employer: X	Official Employer Name: X	Date: _____ <small>MONTH / DAY / YEAR</small>