

Premium Job Description Form



Intrax looks forward to recruiting international Work Travel participants to meet your hiring needs. If your company hires J-1 participants for multiple positions or at multiple locations, please complete this form for each position and/or location. If you have any questions, please contact your Intrax representative directly.

Host Company Information

Host Company Name _____
Company Description _____ **Company Website** _____
Corporate Address _____
street city state postal code
Main Contact Full Name _____ Title _____
Phone (____) _____ Mobile Phone (____) _____ Email _____

Job Position Information

Job Title _____ **Number of Jobs Available** _____
Site of Activity _____
street city state postal code
Supervisor Full Name _____ Title _____
Phone (____) _____ Email _____

Position Description Attach any additional documents, as needed

Required Skills

Level of English Required Basic Intermediate Advanced

Gender Requirement M Only F Only No Requirement

Hours/Wages Minimum Hours/Week (Estimated) _____ Schedule (Estimated) _____

Hourly Wage _____ State Minimum Wage per Hour _____ Wage Received Weekly Bi-Weekly Monthly

Overtime Required Yes No Overtime Available Yes No Hourly Overtime Wage (if applicable) _____ Estimated Tips _____

Please describe any deductions from participant's paycheck _____

Start Date Range ____/____/____ - ____/____/____
MM DD MM DD

End Date Range ____/____/____ - ____/____/____
MM DD MM DD

Meals Are meals provided during shift? Yes No

Is there a cost to students for meals? Yes No

Estimated Cost of Meals _____

Other Job Requirements

Uniform/Dress Code (Include estimated costs) _____

Grooming Code _____

Drug Screening Policy Yes No If yes, please explain _____

Are there additional applications or requirements to apply for this job position? Yes No

If yes, please explain _____

Is it possible for participant to hold a 2nd job while working in this position? Yes No

Please explain _____

Is there a possibility of changing jobs within the company? _____

Are there any additional instructions before reporting to work?

Hiring Preferences

Preferred Countries _____

Excluded Countries _____

Does this position require an employer interview? Yes No

Are there any additional hiring preferences?

Housing

Housing Provided Yes No Cost per Week _____ Number of Bedrooms _____ Number of Tenants _____ Distance from Job Site _____

Specify Utilities, Furnishings, Kitchen Amenities, and Bedding Included _____

Specify Utilities Not Included (Include estimated costs) _____

Do participants have to live in housing listed above if they are employed with your company? Yes No

Transportation Provided To and From Work? Yes No Details _____

Alternative Transportation _____

Alternative Housing Suggestions _____

Travel and Arrival Information

Nearest International Airport _____ Nearest Airport _____

Transportation from Airport to Employer _____

Nearest Bus Station _____ Nearest Train Station _____

Are there any additional travel instructions?

Social Security Information

Nearest Social Security Office _____

Can your company pay participant prior to receipt of Social Security Card? Yes No

Does your company provide assistance in obtaining Social Security Card? Yes No

If yes, please explain _____

Cultural Activities

Does your company offer cultural events or employee activities? Yes No

Please list the offered company events _____

What community events or local attractions do you suggest for participants to attend to fulfill this requirement?

Additional Notes