

Independent Placement Host Company Agreement (IPA)

Job Offer

Participant Information

Participant ID		Partner Agency	
Participant First Name		Participant Last Name	
Country		Date of Birth (m/d/yr)	
First Available Arrival Date		Last Available Departure Date	

Host Company Information

Company Name			
Address			
City			
State		Zip Code	
Type of Business			
Host Company Contact			
Host Company Contact Title			
Phone Number		Fax Number	
Email			

Job Information

Job Title	
Pay Rate	
Job Description	
Schedule	

Participant Signature: _____

Date: _____

Host Company Signature: _____

Date: _____

**Independent Placement Service
Host Company Agreement
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Intrax Work/Travel (“IWT”), located at 2226 Bush Street, San Francisco, California 94115, is an official sponsor of the J-1 Summer Work/Travel Exchange Visitor Program by the United States Department of State. IWT assists international university students with entry and orientation to the United States for the purpose of a short-term work and travel experience (“IWT Program”). In consideration of IWT’s role in facilitating student job placement through the IWT Program,

The undersigned Host Company (“HC”) agrees to the following terms and conditions:

- HC will uphold the objectives of the IWT Program by promoting cultural understanding and positive experiences for the participating student.
- HC will provide employment to the participating student consistent with the information contained in the Job Offer portion of this agreement.
- HC reserves the right to dismiss the IWT participant at will, but agrees to:
 - Make a good faith effort to retain the IWT participant so long as the participant performs his or her assigned duties in a satisfactory manner.
 - Make a good faith effort to retain the IWT participant for as long as possible and with as many scheduled hours as possible in the event of a labor force reduction due to unforeseen circumstances.
 - Make a good faith effort to assist IWT in finding a new placement for the IWT participant if the student cannot be retained due to unforeseen circumstances.
- HC will comply with all applicable local, state, and federal labor laws.
- HC will not employ the IWT participant as a domestic servant or require the participant to invest funds to acquire products for the purpose of door-to-door sales as prohibited by the J-1 Summer Work/Travel regulations of the U. S. Department of State.
- HC understands and agrees that IWT cannot guarantee visa approval, arrival date, or job performance of the IWT participant.
- HC understands and agrees that IWT is not responsible for any civil or criminal liability incurred by the IWT participant or for defending against such claims.
- HC will indemnify and hold IWT harmless against any claims, liability, damages or costs incurred by reason of any act, error or omission of HC or its agents.
- If HC provides housing for the IWT participant, HC will provide housing that is safe, comfortable, and in compliance with local, state and federal housing codes and regulations.
- This agreement shall be governed by and construed under the laws of the State of California, without regard to principles of conflict of laws.

Host Company Name: _____ City: _____ State: _____

Host Company Contact Name/Title: _____
(Please Print)

Host Company Contact Signature: _____ Date: _____
(Authorized Employer Signature)