

INTERVIEW CHECKLIST - Placement/Job Fair Category

If the applicant is still missing any sections of their application (e.g. photo, student status school proof) explain that he/she will not be accepted to the program until all items are received in the CCUSA Office.

Please discuss ALL of the following program information with the applicant (tick boxes as you go):

GENERAL INFO

- Have you read and signed the Work Experience USA program agreement?
- Do you understand that your visa can be terminated? The reasons and the consequences?
- Homesickness and dealing with difficult situations on your own.

COSTS

- Work Experience USA fees
- Insurance
- J-1 Visa
- Flights
- Spending \$ to cover housing deposit, first few weeks in the USA, food, etc.

INSURANCE

- This must be purchased through your CCUSA country office
- You must be covered with the CCUSA policy for the full duration of your J-1 Visa from the day you enter the US to the last date on your DS2019 form.

J-1 VISA

- CCUSA will provide the DS2019 form needed to get the J-1 Visa. You will be asked to verify your personal information before the form is printed. If the form must be reprinted due to mistakes you should have corrected, you will be charged _____ for the reprint.
- You can only work in the USA for the dates of your visa. It cannot be extended. You receive 30 days at the end of your visa for further travel IN the USA.
- To validate your visa, you must log onto Footprints no later than 21 days after the start date on your DS2019), confirm your physical living address. Failure to do so will result in the ending of your visa and require an immediate departure from the USA.

EMPLOYMENT IN THE USA

- CCUSA will do our best to meet your job preferences on the Placement Option via our US office.
- If you attend the Job Fairs, this is a Job Interview with a US employer. Please present yourself in a professional manner.
- If you are offered a job and sign a Job Offer at the CCUSA Job Fair, you are considered placed at this employer. This employer will be expecting you to work for your agreed work dates.
- Employer Fairs details specific to your country will be announced.
- You can download your Employer Information Sheet via Footprints.
- If you received this job offer via the Placement program, you must sign and return the Employer Information form to CCUSA immediately.
- Contract Placement Job Offers lock the participant into the agreed work dates on the job offer form.
- CCUSA must be notified of any date changes or departure delays. If the participant must change the work dates, they must confirm the change with the employer, and contact CCUSA with an email copy from the Employer who signed the Job Offer accepting the change.
- Regular Job Offer participants must work for 2 weeks prior to giving two weeks notice.
- Under the terms of your visa, you must keep us fully informed of your whereabouts at all time, including any changes to your employer and living address. Failure to do will result in the termination of your visa. You may not leave your employer without first discussing with CCUSA your reasons for doing so.
- The primary intention of this visa is that you work. Participants must abide by US laws. Be respectful of your surroundings, other cultures, your coworkers and neighbors. Represent your country positively and be courteous to your employers.

ORIENTATION

- A mandatory Orientation meeting will be held in your home country.

SOCIAL SECURITY

- A Social Security number is needed to work and to be paid in the USA. Legally your employer can hire and pay you with a copy of your SS receipt. It is your responsibility to make sure that your employer is willing to employ you while you wait for your SS number to be processed. The Department of Homeland Security has to verify you in their system before your number can be processed. This process can be delayed by problems with your arrival information.

This is to certify that the CCUSA Interviewer has made me fully aware of the conditions of the CCUSA Work Experience program and has discussed all the above details with me.

Applicant's Name: _____

Signature: _____

Date: _____

