



A division of American Pool Enterprises, Inc.

## Employer Information Form

Please type or print clearly on this form. This form must be completed by an employer in the USA, faxed to (410) 581-7950, mailed to the UWT office (address on the bottom of this page) or emailed to [service@unitedworkandtravel.com](mailto:service@unitedworkandtravel.com)

### I. Employer Information

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Location where student will work \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail Address \_\_\_\_\_

Company Website \_\_\_\_\_

Please provide a detailed description of your company \_\_\_\_\_

Total number of foreign workers requested \_\_\_\_\_

Breakdown: Male \_\_\_\_\_ Female \_\_\_\_\_ Gender does **NOT** Matter (check here) \_\_\_\_\_

Preferred countries of recruitment \_\_\_\_\_

### II. Employment Details

Available Job -Title/Position \_\_\_\_\_

Detailed Description of Job Responsibilities (if additional space is needed, please attach to this form) \_\_\_\_\_

Start Date: Earliest Possible \_\_\_\_\_ Latest Possible: \_\_\_\_\_

End Date: Earliest Possible \_\_\_\_\_ Latest Possible: \_\_\_\_\_

Starting wage \$ \_\_\_\_\_ per \_\_\_\_\_ Approximate # of hours per week \_\_\_\_\_

Will overtime become possible? yes no (check one) at what wage? \$ \_\_\_\_\_

Is there a bonus opportunity? \_\_\_\_\_

How will the employees get to and from work? \_\_\_\_\_

How and when will paychecks be delivered? \_\_\_\_\_

How will final paychecks and W2 forms be delivered \_\_\_\_\_

Are uniforms required for this position? yes no (check one)

What is the cost of a uniform? \_\_\_\_\_

What special work clothing should each employee arrive with? (i.e. black shoes, tan pants)

### III. Arrival Details

Nearest Major/International Airport \_\_\_\_\_

Nearest Bus Station \_\_\_\_\_

Upon arrival to the USA, please tell us how students should contact your business \_\_\_\_\_

Please explain what the workers should do upon arrival to their working city (i.e. who do they call from the bus station or airport?) \_\_\_\_\_

Upon arrival to the USA, how and when should workers report to your business to begin their program and employment \_\_\_\_\_

### IV. Housing

Is housing available for all students?    yes    no (check one)

Address/Location of housing: \_\_\_\_\_

Cost of housing per week \$ \_\_\_\_\_

How will the students pay for housing? (i.e. payroll deduction) \_\_\_\_\_

Is a housing security deposit required?    yes    no (check one)

Amount of required housing security deposit due upon arrival? \_\_\_\_\_

Is the housing security deposit refundable?    yes    no (check one)

How and when will the housing deposit be returned? \_\_\_\_\_

Will telephone and internet be supplied in the housing?    yes    no (check one)

Will linens be provided in the housing?    yes    no (check one)

What type of housing will be provided? (apartment/dorms/motel/etc.) \_\_\_\_\_

How many students will be placed in each bedroom? \_\_\_\_\_

Are the students required to live in employer organized housing for the duration of their employment?    yes    no (check one)

If housing is not provided, will you assist the student in finding suitable and affordable housing in your area?    yes    no (check one)

Comments \_\_\_\_\_

### V. Job Benefits

Will the student workers be offered any employee benefits while employed with your organization? (i.e. meal plans, reduced admission, etc.) \_\_\_\_\_

**VI. Additional Information**

Any additional information or comments that you can provide in order to make this transition easier for both your company and our student workers will be greatly appreciated.

---

---

I confirm that the above information is correct and that I am authorized to sign this document on behalf of the organization listed in section #1 of this document.

Signature of Authorized Employer Representative \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

**United Work and Travel**  
**A Division of American Pool Enterprises, Inc.**  
**11515 Cronridge Drive, Suite Q**  
**Owings Mills, MD 21117**  
**(410) 581-7788**  
**[www.unitedworkandtravel.com](http://www.unitedworkandtravel.com)**