

DETAILS OF YOUR PLACEMENT OFFER SUMMER 2025

Dear Employer,

Please provide the information listed below. **It is not necessary to fill in the form, information provided in any format is acceptable,** unless it contains all of the details below.

Company Name:	
Street Address Line 1:	
Street Address Line 2:	
City:	
State:	
Zip Code:	
Host Contact First Name:	
Host Contact Last Name:	
Host Contact Job Title:	
Email:	
Phone Number:	
Job Title:	
Wage per Hour:	
Job Start Date:	
Job End Date:	
Housing Provided:	
Min Average Hours Per Week:	
Explanation:	
Housing Street Address Line 1:	
Housing Street Address Line 2:	
City:	
State:	
Zip Code:	
Phone:	

Once the placement information is submitted to the sponsoring organization (CIEE), the job offer will be vetted. The vetting process is made by CIEE staff, and it will require some additional actions from the employer's side.

How to get through the vetting process in a few easy steps:

1. Please make sure to put a correct email address and a year-round contact - one that you have an easy access to it, even if you are working from home and do not have access to your office device.
2. CIEE (the sponsoring organization, in charge with the vetting process) will send you an email, asking you to schedule vetting call via an online booking system. If you cannot find such mail in your inbox, please check your Spam/Junk folders too.
3. CIEE will reach out to you when it is your appointment for a vetting interview, but please make sure to add it to your calendar.
4. As a part of the vetting process, you will have to provide proof of a valid workers compensation insurance (or exemption from requirement) and business license.
5. Upon completing the vetting process, you will receive a DocuSign mail, to electronically sign the placement offer.