



## Finding a Second Job Tips

- ✓ Please wait until you receive your SSN card before starting your journey in search of the Part-Time job.
- ✓ **Contact Janus International at [student@janus-international.com](mailto:student@janus-international.com) and request a “Second Job Agreement Form.”** This form must be completed by you and your current primary host employer. Please allow 2-3 business days for Janus staff member to respond to your email. Submit the completed form to [student@janus-international.com](mailto:student@janus-international.com).
- ✓ After reviewing your completed **“Second Job Agreement Form”**, Janus International will provide you with a **Part-Time Job Employer Profile**. Provide this to your prospective part-time job employer and ask them to fill out the employer’s portion of the document. Explain to the employer that you are on the J-1 visa program and looking to get a couple of work shifts to supplement your first full-time job.
- ✓ Fill out the rest of the Part-Time Job Offer document yourself, including housing information, since second job’s employer most likely will not provide housing.
- ✓ Provide Janus International the completed **J1 Part- Time Job Employer Profile**. The U.S. employer must complete all sections and signed by both the employer and J1 Participant.
- ✓ Along with the completed J1- Employer Profile, we require a **copy of the employer’s Worker’s Compensation Cover Sheet and Business license**. These documents can be faxed or scanned separately from the J-1 Employer to Janus International at +1 804 589 1949 or [student@janus-international.com](mailto:student@janus-international.com)
- ✓ Please remember: *your second job should not interfere with your primary on DS-2019’s job schedule.*
- ✓ The Janus International J1 Part- Time employment vetting and approval process is based on the employer’s cooperation in submitting all the required documents and replying to sponsor’s emails or phone calls. Janus International cannot be held responsible for any delays or job rejections due to non-compliance of the US Employer. Janus reserves the right not to discuss or release any information about Part-Time verification to any third party and if the placement will not be approved.
- ✓ Janus International vets the employment of all participants according to the Department of State regulations for the J1 Work and Travel program. In the best interest of the health and safety of all J1 participants, some job positions are prohibited for J1 Work and Travel students by the US Department of State. The full list can be found here:

<http://j1visa.state.gov/programs/summer-work-travel> but some examples include:

- Positions that require licensing or as operators or drivers of vehicles or vessels for which driver’s licenses are required.
- In domestic help positions in private homes (e.g., childcare, elder care, gardener, chauffeur)
- As pedicab or rolling chair drivers of operators
- In any position in the adult entertainment industry
- In positions that are substantially commission-based and thus do not guarantee that participants will be paid minimum wage
- In positions in chemical pest control, warehousing, catalogue/online order distribution centers, factories, manufacturing, moving companies and the construction sector.
- Positions with staffing agencies, unless the placements meet the following criteria:
  - Participants must be employees of and paid by the staffing agencies.

- Staffing agencies must provide full-time, primary, on-site supervision of the participants.
  - Staffing agencies must effectively control the work sites, e.g., have hands-on management responsibility for the participants.
  - Any position that Janus International deems as non-seasonable/non-temporary in accordance with the J1 Work and Travel program Regulations. The typical Summer Work & Travel job is in a seasonal/resort area in a seasonal business. Janus International will request additional documentation to prove the seasonal and temporary nature of the part-time location.
  - Janus International reserves the right to deny approval of any Part-Time job placement that is deemed by Janus International as unsuitable for the Work & Travel program, or a risk to the J1 participant's health, safety, and welfare.
  - Janus International doesn't accept any Part-Time jobs sourced by a third-party company.
- ✓ ***Based on US Department of State program regulations, starting any job that has not been vetted and approved by your sponsor (Janus International) is grounds for termination of your program and SEVIS status!***