



alliance abroad group

J-1 WORK/TRAVEL PROGRAM job offer agreement form

AAG Participant ID Number: _____

HOST COMPANY NAME Rainforest Cafe- Animal Kingdom

Please refer to complete job offer letter for work site addresses.

JOB INFORMATION

Job title: Retail Store Worker

Start date: Earliest: May / 15 / 2013 Latest: May / 15 / 2013

End date: Earliest: Aug / 19 / 2013 Latest: Sep / 3 / 2013

Does employer provide housing? Yes No Temporary

Payment Schedule: Weekly Every two weeks Monthly Twice per month Other

Job description: RETAIL SALES ASSOCIATE Job duties will include greeting guests as they enter the store, assisting with any questions or purchases they would like to make, operating a cash register, and keeping store clean and well stocked. Applicants will also be responsible for maintaining cleanliness of their work station and surrounding area. Additional duties may be assigned as necessary.

Guaranteed salary/wage per hour before deductions: \$9.00/ hr.

Average hours per week: Average of 30 Hours/Week

PARTICIPANT SECTION

1. If I accept a job offer found for me by Alliance Abroad Group, I understand that this job offer could change or be cancelled at any time prior to my program start date. Should this position be cancelled or the conditions change so substantially that I no longer want the position, Alliance Abroad Group will assist me in my effort to find alternative employment, but Alliance Abroad Group makes no guarantee that it can find an offer similar in location or terms. I will be an employee-at-will, and my employment relationship may be terminated at any time by the employer according to the laws of the United States and the state in which I am working.
2. I understand that I must read and agree to the entire job offer, including details about housing, deposits, dress code, requirements and more. The terms listed on the job offer are general in nature, and my hours and duties are subject to change. I will report to the employer listed above within five days of arrival in the United States. I will work for a period that will not exceed the end date on my DS-2019 form. Permission to change jobs will be granted only if the employer has violated the terms of my job offer. If I leave without this permission (in writing), my program may be terminated.
3. I agree to adhere to all Alliance Abroad Group and Department of State program rules regarding employment and program participation, including the Terms and Conditions which were part of my program application. If I change jobs without receiving prior permission from Alliance Abroad Group, or if I violate other Alliance Abroad Group rules, Alliance Abroad Group may terminate my program, and I will be required to return home. I also understand that such termination may prevent me from receiving future US visas.

AAG Participant Print Name

Date of Birth (mm/dd/yyyy)

AAG Participant Signature

Date

AAG Overseas Agent or Recruiter

Signature

Date



Student Information

Please note: The Student Information below will be completed by the student or Alliance Abroad.

AAG ID:	
Student name:	
Birth date:	____ / ____ / ____ (mm/dd/yyyy)
Citizenship:	
English level:	<input type="checkbox"/> Excellent (advanced) <input type="checkbox"/> Good (conversational) <input type="checkbox"/> Fair (intermediate)
Arrival date to the USA:	____ / ____ / ____
Departure date from the USA:	____ / ____ / ____
<i>Please note: arrival and departure dates must be within vacation dates on proof of student status signed by school</i>	
Overseas Agency:	

Host Company Information

Company name:	Rainforest Cafe- Animal Kingdom
Address of work site:	505 N. Rainforest Rd. Lake Buena Vista , FL 32830
Company description:	<p>Rainforest Cafe in Disney's Animal Kingdom theme park brings adventure to the lunch and dinner table with outstanding American cuisine that includes luscious salads, pasta, sandwiches, seafood, burgers and poultry dishes, as well as a variety of vegetarian selections.</p> <p>Students can find helpful information on Rainforest Cafe(Landry's) and training materials here: http://j1visainfo.landrysinc.com/</p> <p>Username: forest Password: Wild619</p>
Web site:	http://disneyworld.disney.go.com/dining/rainforest-cafe-animal-kingdom/



Job Offer			
Corporate office address:	505 N. Rainforest Rd. Lake Buena Vista , FL 32830		
Job title:	Retail Store Worker	# of students needed:	1
Earliest start date:	5/15/2013		
Latest start date:	5/15/2013		
Earliest end date:	8/19/2013		
Latest end date:	9/3/2013		
Special requirements:	Student MUST arrive by Tuesday, 5/14/2013 to be able to check into housing and start orientation and training on Wednesday 5/15/2013.		
Resume:	Yes		
Interview	Yes		
Gender for Housing purposes:	Either		
<i>Please note: Employers of "tipped employees" will need to pay a cash wage of at least \$2.13/hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13/hour do not equal the minimum hourly wage, the employer must make up the difference.</i>			
Job description:	RETAIL SALES ASSOCIATE Job duties will include greeting guests as they enter the store, assisting with any questions or purchases they would like to make, operating a cash register, and keeping store clean and well stocked. Applicants will also be responsible for maintaining cleanliness of their work station and surrounding area. Additional duties may be assigned as necessary.		
Supervisor:	Shannon, Bill		
Department:	Restaurant Store		
Work schedule:	Varies		
Guaranteed salary/wage per hour before deductions*:	\$9.00/ hr.		
Average hours per week:	Average of 30 Hours/Week		
Overtime/additional hours rate:	0		
Estimated tips:	N/A		
Experience:	None		
Required skills:	N/A		
English level:	Excellent		

Requirements
GROOMING:



Grooming standards:	<p>ALL EMPLOYEES:</p> <ul style="list-style-type: none"> • Strong perfume and heavy make-up is not allowed (make-up should be natural). • Hands and fingernails must be kept clean and trimmed at all times; excessive lengths are not permitted. • Shoes must be kept clean and polished at all times. • Nose, lip, eyebrow or tongue rings, or any other body piercing that are visible in any way are not acceptable. Placing a bandage over the pierced area is also unacceptable. • Hair should be neat and clean. • Extreme hair colors or hairstyles are not allowed. • Beards, vandykes, sideburns and goatees are acceptable as long as they are closely groomed and professional in appearance. Sideburns must be above the ear lobe. • Visible tattoos are not acceptable
Dress code:	<p>Participants must purchase and bring:</p> <ul style="list-style-type: none"> -Khaki pants -black closed-toe, non-slip shoes -black belt -white crew neck t-shirt <p>Rainforest Cafe will provide:</p> <ul style="list-style-type: none"> - Company T- shirt - Name tag and - Server Pouch <p>Students can purchase bottoms and shoes at Walmart and we will show students an example at new hire orientation. If student didn't bring items with they they should be prepared to spend about \$20-\$70 for pants and shoes upon arrival.</p> <p>Students can find helpful information on Rainforest Cafe (Landry's) and training materials here: http://j1visainfo.landrysinc.com</p> <p>Username:forest Password: Wild619</p>
Uniform is provided:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to student:	\$0-70
When is uniform fee due:	Other- Depends on what students bring and what they need to purchase when they arrive
SCREENING:	
Host company will require a drug test:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Host company will provide the drug test:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Description of drug screening policy:	N/A
Students will incur a cost for screening:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cost to student:	0
When is screening fee due:	N/A
PAYMENT:	
Payment schedule:	Every 2 Weeks
Allowances, bonuses, and/or incentives:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



Description:	All employees participating in the employee discount program receive 50% off of their meals at any Landry's owned restaurant.
Reasons work hours could be restricted:	N/A
Students will be paid during this period:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
TRAINING/ORIENTATION:	
Host company provides training/orientation:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Description:	<p>Participants should be expected to be in training for at least 14 days, possibly more. Participants will be paid minimum wage during training but may not receive their full amount of hours weekly until after completion.</p> <p>Students can find helpful information on training at Landry's Seafood House (Landry's) here: http://j1visainfo.landrysinc.com/</p> <p>Username: forest Password: Wild619</p> <p>Studying the training materials provided to you before you arrive could significantly reduce the amount of time you spend in training.</p>
Students will be paid during training/orientation:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Length of training/orientation:	Up to at least 14 days
Students will incur a cost for training/orientation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Cost to student:	N/A
When is training fee due:	N/A

Housing			
<p>The cost of this housing is proportionate to the student's hourly wage (e.g. 25% - 30%). If company provided housing or temporary housing is not offered, students will need to secure housing after they have accepted the job offer.</p>			
Housing provided:	Participant Arranged		
Temporary housing duration:	N/A		
Cost is payroll deducted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
HOUSING DETAILS:			
Type of housing:	N/A		
Weekly cost/rent per student:	N/A		
Is deposit refundable?:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Can housing be co-ed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Students per room:	N/A
Housing amenities:	N/A		
Distance between work site and housing:	To be Determined		
Additional housing amenity details:	N/A		



To be completed by students arranging their own housing

Student arranged housing:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide your address:	
<i>Please note: by providing this address you confirm that you have secured housing</i>	

Arrival Instructions

Alliance Abroad Group provides Orientation to all students either in the student's home country or in the United States. If students attend Orientation in their home country, they will travel directly to the host company upon arrival. If students attend Orientation in the U.S., they will travel to the host company after Orientation is completed. U.S. Orientations are provided in 'gateway' cities in order to accommodate the greatest number of students.

Closest port of entry airport:	MCO - Orlando Intl (Orlando, FL)		
Nearest airport to jobsite:	MCO - Orlando Intl (Orlando, FL)		
Airport/bus/train pickup provided:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Arrival pick-up cost:	Varies		
Students should contact host company before arrival:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Upon arrival, students should report to:	Participant Arranged Housing Location	Phone number:	N/A
Students are reporting to:	Company		
Preferred arrival days:	Student MUST arrive by 5/14		
Preferred arrival times:	8:30 am - 5:00 pm		



Other general instructions:	<p>Once you fly into Orlando International Airport you can take a shuttle from the airport to your housing in Lake Buena Vista or Kissimmee. The following website will provide the various options on how to arrange airport transfer and please book one prior to arrival.</p> <p>http://www.orlandoairports.net/transport/local_transport.htm</p> <p>If you are unable to check into your housing or arrive late, please make arrangements to check into a nearby hotel until morning.</p> <p>Days Inn Orlando Universal Maingate - Approx \$51/night 5827 Caravan Ct. Orlando, FL 32819 407-351-3800</p> <p>http://www.wyndhamhotelgroup.com/hotels/florida/orlando/days-inn-orlando-universal-maingate/rooms-rates?hotel_id=06930&checkin_date=03%2F17%2F2013&checkout_date=03%2F18%2F2013&adults=2&children=0&rooms=1&brand_id=DI&rate_code=SR2&kayak&iata=00026946</p> <p>AAG will send more details regarding orientation and further company specific instructions closer to arrival.</p>
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Social Security Information	
Address of the nearest social security office:	1201 East Oak Street KISSIMMEE, FL 34744
Company provides transportation to the nearest Social Security office:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Company helps students make copies of the necessary documents:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Social Security assistance provided:	N/A

Additional Information	
There is a possibility for students to change jobs within the host company:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Cultural Information	
For cultural information, please visit www.allianceabroad.com and click on the 'participants' tab.	



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J-1 Program Work & Travel Host Company Application

The State Department J-1 Work Travel Program is an Exchange Visitor Program designed to achieve the educational objectives of international and cultural exchange by involving young adults in the daily life of the host country through temporary employment opportunities and to return home to share their experiences, and to encourage Americans to participate in the educational and cultural programs in other countries.

Workers will receive the federal minimum wage set by the Fair Labor Standards Act (FLSA). The Federal Minimum Wage is currently \$7.25/hour. Federal Minimum Wage or State Minimum, whichever is greater. Employers of "tipped employees" must pay a cash wage of at least \$2.13/hr if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13/hr do not equal the minimum hourly wage, the employer must make up the difference. Any international workers employed will be paid the equivalent of their American counterparts. Participants may not be employed as domestic employees in U.S. households or in positions that require them to invest their own money to provide themselves with inventory for the purpose of door-to-door sales.*



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Housing Agreement

This is a legal and binding agreement. The information below serve as addenda to the terms and conditions of the AAG W/T Application form and must be completed and agreed to prior to DS-2019 issuance. **IMPORTANT: PLEASE READ THOROUGHLY AND SIGN AFTER COMPLETING THIS APPLICATION AND SIGNING YOUR JOB OFFER.** If you have any questions, please ask your agency or Alliance Abroad Group (AAG) before you sign these terms and conditions. Voluntary ignorance will not release you of your responsibilities.

Student Agreement

- I understand that my AAG job placement does not include housing.
- I understand that I must submit proof of my housing address to my local agency at least 30 days prior to my arrival in the U.S.
- I understand that AAG will provide me with at least one housing lead, but that I am primarily responsible for securing my housing for my program.
- I understand that any housing that I locate for myself must meet the appropriate local standards and housing codes.
- I understand that I may need to bring additional money for the start of my program since my housing is not provided by my host company.
- I understand that if I fail to locate my own housing, I will not be accepted at my host company at my time of arrival.
- I understand that if I leave my host company because I have not located housing, that I will not be allowed to continue my program and must return home immediately at my own expense.
- I understand that if I have any concerns or questions regarding my housing, I should discuss them immediately with my agency prior to departure.

Student Signature: _____

Date: _____

Agency Agreement

- I understand that my participants' positions require that they locate their own housing, and that it is my responsibility to explain the process to them.
- I understand that it is my responsibility to ensure that my participants secure housing.
- I understand that all housing located by participants must meet the following standards: safe, within budget, and nearby worksite or on reasonable public transportation route.
- I understand that it is my responsibility to alert AAG immediately if there is no housing available for my participants.
- I understand that if there is no housing available for my participants, I must fully communicate this to my participants.
- I will not allow students to arrive to the U.S. without pre-arranged housing and agree to collect and submit to AAG all proofs of housing addresses at least 30 days prior to the date of my participants' arrival to the U.S.

Agent Signature: _____

Date: _____

