



J-1 WORK/TRAVEL PROGRAM

job offer agreement form

AAG Participant ID Number: _____

HOST COMPANY NAME Kalahari Resort - Sandusky, OH

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

JOB INFORMATION

Job title: Room Attendant

Start date: Earliest: Jun / 2 / 2013 Latest: Jun / 5 / 2013

End date: Earliest: Sep / 10 / 2013 Latest: Sep / 15 / 2013

Does employer provide housing? Yes No Temporary

Please refer to complete job offer letter for housing details.

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

POSITION 1

Job description: Housekeeping

Guaranteed salary/wage per hour before deductions: \$8.00/hour

Average hours per week: 32 hours/week minimum except between 11/24 and 12/18, when hours are reduced to 16-20 hours/week

POSITION 2

Job description: Laundry: use of chemicals required.

May be required in Common Area to provide guest assistance when asked.

Guaranteed salary/wage per hour before deductions: \$8.00/hour

Average hours per week: 32 hours/week minimum except between 11/24 and 12/18, when hours are reduced to 16-20 hours/week



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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



J-1 Program Work & Travel Host Company Application

Student Information	
<i>Please note: The Student Information below will be completed by the student or Alliance Abroad.</i>	
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:	Kalahari Resort - Sandusky, OH
Address of work site:	7000 Kalahari Drive Sandusky, OH 44870
Company description:	Are you ready for an African themed "world-away" experience that is surprisingly close to home? Kalahari Resorts, located in Wisconsin Dells, WI and Sandusky, OH provides a waterpark resort and convention center that guests won't soon forget. Besides boasting America's largest indoor waterpark and the largest convention center in the Midwest, Kalahari's under-one-roof concept allows guests to experience everything from zip lining to golfing to laser tag to waterparks.
Web site:	http://www.kalahariresorts.com
Primary contact name:	Jones, Traci
Title:	Corporate Director of Human Resources
Department:	N/A
Phone 1:	(608) 254-5733
Phone 2:	N/A
Fax:	N/A
Email:	tjones@kalahariresorts.com



J-1 Program Work & Travel Host Company Application

Job Offers			
Job title:	Room Attendant	# of students needed:	18
Earliest start date:	6/2/2013		
Latest start date:	6/5/2013		
Earliest end date:	9/10/2013		
Latest end date:	9/15/2013		
Special requirements:	<p>Positions will be assigned upon arrival. Students will not be able to begin paid working hours until they have attended an orientation.</p> <p>Training class will take place on 6/7/2013. All participants must arrive prior to this date to ensure they will be in attendance.</p> <p>Participant is required to live at a housing facility provided in this offer. Additional housing information, housing assignments and housing agreement (requires participant signature) will be provided no less than two weeks prior to arrival.</p>		
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>			
POSITION 1:			
Job description:	Housekeeping		
Supervisor:	N/A		
Department:	N/A		
Work schedule:	Varies		
Guaranteed salary/wage per hour before deductions*:	\$8.00/hour		
Average hours per week:	32 hours/week minimum except between 11/24 and 12/18, when hours are reduced to 16-20 hours/week		
Overtime/additional hours rate:	1.5 times normal hourly rate for hours worked in excess of 40 hours/week. Overtime hours are not guaranteed		
Estimated tips:	N/A		
Experience:	None		
Required skills:	N/A		
English level:	Good		
POSITION 2:			
Job description:	<p>Laundry: use of chemicals required.</p> <p>May be required in Common Area to provide guest assistance when asked.</p>		
Supervisor:	N/A		
Department:	N/A		



J-1 Program Work & Travel Host Company Application

Work schedule:	either 4pm-midnight, or midnight-8am	
Guaranteed salary/wage per hour before deductions*:	\$8.00/hour	
Average hours per week:	32 hours/week minimum except between 11/24 and 12/18, when hours are reduced to 16-20 hours/week	
Overtime/additional hours rate:	1.5 times normal hourly rate for hours worked in excess of 40 hours/week. Overtime hours are not guaranteed	
Estimated tips:	N/A	
Experience:	None	
Required skills:	Use of chemicals. Must speak English.	
English level:	Good	

Requirements	
GROOMING:	
Grooming standards:	See attached document
Dress code:	uniforms will be purchased through the Resort and deducted from paycheck.
Uniform is provided:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cost to student:	\$70-100
When is uniform fee due:	N/A
SCREENING:	
Host company will require a drug test:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Host company will provide the drug test:	<input type="checkbox"/> Yes <input checked="" 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:	N/A
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:	<p>Employee discounts on food and retail items. Employee rate on park admission. Good performance is rewarded with tokens that are redeemable for various prizes. Students who will complete their full program and stay until the end of the contract, will receive bonus of \$0.25 for each hour they worked. The bonus will be paid in the end of the program.</p> <p>In order for students to be eligible to receive the bonus at the end of their employment each student must stay until the end date of their DS Form unless authorized by a Human Resources representative from Kalahari resorts in writing.</p>



J-1 Program Work & Travel Host Company Application

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:	General orientation is 2-4 hours and is paid.
Students will be paid during training/orientation:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Length of training/orientation:	2-4 hours
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 (1 of 8)

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.

Housing provided:	AAG Assisted (Students must secure housing immediately after acceptance of the job offer due to limited availability in some areas)		
Temporary housing duration:	N/A		
Cost is payroll deducted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
HOUSING DETAILS:			
Type of housing:	House		
Weekly cost/rent per student:	N/A		
Housing fees - additional comments::	See attached document for specific housing information.		
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:	depends on housing arrangements		
Additional housing amenity details:	See attached document for specific housing information.		



J-1 Program Work & Travel Host Company Application

To be completed by students arranging their own housing

Student arranged housing: Yes No

If yes, please provide your address:

Please note: by providing this address you confirm that you have secured housing

Name of housing: Bernice Kingseed Housing - 601 N Depot

Address of housing: 601 N. Depot St
Sandusky, OH 44870

Can housing be Co-Ed: Yes

PRIMARY HOUSING CONTACT INFORMATION:

Contact name: Kingseed, Bernice

Address: 601 N. Depot St
Sandusky, OH 44870

Email: bkseed1@aol.com

Phone: (419) 626-8484

Best time to call: 419-239-3148

Housing (2 of 8)

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.

Housing provided: **AAG Assisted**
(Students must secure housing immediately after acceptance of the job offer due to limited availability in some areas)

Temporary housing duration: N/A

Cost is payroll deducted: Yes No

HOUSING DETAILS:

Type of housing: Apartment

Weekly cost/rent per student: N/A

Housing fees - additional comments:: See attached document for specific housing information.

Is deposit refundable?: Yes No

Can housing be co-ed? Yes No **Students per room:** N/A

Housing amenities: N/A

Distance between work site and housing: depends on housing arrangements

Additional housing amenity details: See attached document for specific housing information.



J-1 Program Work & Travel Host Company Application

To be completed by students arranging their own housing

Student arranged housing: Yes No

If yes, please provide your address:

Please note: by providing this address you confirm that you have secured housing

Name of housing: Davis & Kline Management Housing-1222 Buchanan St

Address of housing: 1222 Buchanan St
Sandusky, OH 44870

Can housing be Co-Ed: Yes

PRIMARY HOUSING CONTACT INFORMATION:

Contact name: Davis, Jared

Address: 1222 Buchanan St
Sandusky, OH 44870

Email: jared@davisbrands.com

Phone: (610) 761-2222

Best time to call:

Housing (3 of 8)

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.

Housing provided: **AAG Assisted**
(Students must secure housing immediately after acceptance of the job offer due to limited availability in some areas)

Temporary housing duration: N/A

Cost is payroll deducted: Yes No

HOUSING DETAILS:

Type of housing: Apartment

Weekly cost/rent per student: N/A

Housing fees - additional comments:: See attached document for specific housing information.

Is deposit refundable?: Yes No

Can housing be co-ed? Yes No **Students per room:** N/A

Housing amenities: N/A

Distance between work site and housing: depends on housing arrangements

Additional housing amenity details: See attached document for specific housing information.



J-1 Program Work & Travel Host Company Application

To be completed by students arranging their own housing	
Student arranged housing:	<input 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>	
Name of housing:	Davis & Kline Management Housing-2701 Tremper Ave
Address of housing:	2701 Tremper Ave Sandusky, OH 44870
Can housing be Co-Ed:	Yes
<u>PRIMARY HOUSING CONTACT INFORMATION:</u>	
Contact name:	Davis, Jared
Address:	2701 Tremper Ave Sandusky, OH 44870
Email:	jared@davisbrands.com
Phone:	(610) 761-2222
Best time to call:	

Housing (4 of 8)	
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.	
Housing provided:	AAG Assisted <small>(Students must secure housing immediately after acceptance of the job offer due to limited availability in some areas)</small>
Temporary housing duration:	N/A
Cost is payroll deducted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>HOUSING DETAILS:</u>	
Type of housing:	Apartment
Weekly cost/rent per student:	N/A
Housing fees - additional comments::	See attached document for specific housing information.
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:	depends on housing arrangements
Additional housing amenity details:	See attached document for specific housing information.



J-1 Program Work & Travel Host Company Application

To be completed by students arranging their own housing

Student arranged housing:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide your address:	

Please note: by providing this address you confirm that you have secured housing

Name of housing:	Davis & Kline Management Housing-2701.5 Tremper Ave
Address of housing:	2701.5 Tremper Ave Sandusky, OH 44870
Can housing be Co-Ed:	Yes

PRIMARY HOUSING CONTACT INFORMATION:

Contact name:	Davis, Jared
Address:	2701.5 Tremper Ave Sandusky, OH 44870
Email:	jared@davisbrands.com
Phone:	(610) 761-2222
Best time to call:	

Housing (5 of 8)

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.

Housing provided:	AAG Assisted <small>(Students must secure housing immediately after acceptance of the job offer due to limited availability in some areas)</small>
Temporary housing duration:	N/A
Cost is payroll deducted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

HOUSING DETAILS:

Type of housing:	Apartment
Weekly cost/rent per student:	N/A
Housing fees - additional comments::	See attached document for specific housing information.
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
Housing amenities:	N/A
Distance between work site and housing:	depends on housing arrangements
Additional housing amenity details:	See attached document for specific housing information.



J-1 Program Work & Travel Host Company Application

To be completed by students arranging their own housing

Student arranged housing: Yes No

If yes, please provide your address:

Please note: by providing this address you confirm that you have secured housing

Name of housing: Davis & Kline Management Housing-2703 Tremper Ave

Address of housing: 2703 Tremper Ave
Sandusky, OH 44870

Can housing be Co-Ed: Yes

PRIMARY HOUSING CONTACT INFORMATION:

Contact name: Davis, Jared

Address: 2703 Tremper Ave
Sandusky, OH 44870

Email: jared@davisbrands.com

Phone: (610) 761-2222

Best time to call:

Housing (6 of 8)

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.

Housing provided: **AAG Assisted**
(Students must secure housing immediately after acceptance of the job offer due to limited availability in some areas)

Temporary housing duration: N/A

Cost is payroll deducted: Yes No

HOUSING DETAILS:

Type of housing: House

Weekly cost/rent per student: N/A

Housing fees - additional comments:: See attached document for specific housing information.

Is deposit refundable?: Yes No

Can housing be co-ed? Yes No **Students per room:** N/A

Housing amenities: N/A

Distance between work site and housing: depends on housing arrangements

Additional housing amenity details: See attached document for specific housing information.



J-1 Program Work & Travel Host Company Application

To be completed by students arranging their own housing

Student arranged housing: Yes No

If yes, please provide your address:

Please note: by providing this address you confirm that you have secured housing

Name of housing: Bernice Kingseed Housing - 2138 Wilbert St

Address of housing: 2138 Wilbert Street
Sandusky, OH 44870

Can housing be Co-Ed: Yes

PRIMARY HOUSING CONTACT INFORMATION:

Contact name: Kingseed, Bernice

Address: 2138 Wilbert St.
Sandusky, OH 44870

Email: bkseed1@aol.com

Phone: (419) 626-8484

Best time to call:

Housing (7 of 8)

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.

Housing provided: **AAG Assisted**
(Students must secure housing immediately after acceptance of the job offer due to limited availability in some areas)

Temporary housing duration: N/A

Cost is payroll deducted: Yes No

HOUSING DETAILS:

Type of housing: House

Weekly cost/rent per student: N/A

Housing fees - additional comments:: See attached document for specific housing information.

Is deposit refundable?: Yes No

Can housing be co-ed? Yes No **Students per room:** N/A

Housing amenities: N/A

Distance between work site and housing: depends on housing arrangements

Additional housing amenity details: See attached document for specific housing information.



J-1 Program Work & Travel Host Company Application

To be completed by students arranging their own housing

Student arranged housing:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide your address:	

Please note: by providing this address you confirm that you have secured housing

Name of housing:	Bernice Kingseed Housing - 4921 Richmond
Address of housing:	4921 Richmond Circle Sandusky, OH 44870
Can housing be Co-Ed:	Yes

PRIMARY HOUSING CONTACT INFORMATION:

Contact name:	Kingseed, Bernice
Address:	4921 Richmond Circle Sandusky, OH
Email:	bkseed1@aol.com
Phone:	(419) 626-8484
Best time to call:	

Housing (8 of 8)

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.

Housing provided:	AAG Assisted <small>(Students must secure housing immediately after acceptance of the job offer due to limited availability in some areas)</small>
Temporary housing duration:	N/A
Cost is payroll deducted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

HOUSING DETAILS:

Type of housing:	House
Weekly cost/rent per student:	N/A
Housing fees - additional comments::	See attached document for specific housing information.
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
Housing amenities:	N/A
Distance between work site and housing:	depends on housing arrangements
Additional housing amenity details:	See attached document for specific housing information.



J-1 Program Work & Travel Host Company Application

To be completed by students arranging their own housing

Student arranged housing: Yes No

If yes, please provide your address:

Please note: by providing this address you confirm that you have secured housing

Name of housing: Bernice Kingseed Housing - 531 N Depot

Address of housing: 531 N. Depot Street
Sandusky, OH 44870

Can housing be Co-Ed: Yes

PRIMARY HOUSING CONTACT INFORMATION:

Contact name: Kingseed, Bernice

Address: 531 N. Depot Street
Sandusky, OH 44870

Email: bkseed1@aol.com

Phone: (419) 626-8484

Best time to call:

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: ORD - Chicago O'Hare Intl (Chicago, IL)

Nearest airport to jobsite: CLE - Cleveland-Hopkins Intl (Cleveland, OH)

Airport/bus/train pickup provided: Yes No

Arrival pick-up cost: N/A

Students should contact host company before arrival: Yes No

Upon arrival, students should report to: AAG Outreach Coordinator **Phone number:** (866) 622-7623

Students are reporting to: Company

Preferred arrival days: Friday - Tuesday

Preferred arrival times: N/A



J-1 Program Work & Travel Host Company Application

You must arrange your own transportation from the airport to your housing address before you arrive.

Here are some options:

-Super Express Shuttle Transportation will collect you at the airport baggage claim and take you to your housing in Sandusky if you call ahead and arrange for airport pickup. This pickup service is provided for about \$25/student fee. http://www.superexpresstransportation.com/airport_shuttle.html

-If you do not choose to use the shuttle service, Sandusky is on a Greyhound line that comes from Cleveland. Visit www.greyhound.com for details and to purchase tickets. The Cleveland Greyhound Station is located at 1465 Chester Avenue, Cleveland, Ohio, 44114.

-Taxi: Any Tax Service -\$70 - \$120 one way from Cleveland Airport to Sandusky

If arriving outside of business hours, you must coordinate your arrival to housing with your assigned housing facility PRIOR to your arrival. If this is not arranged, participant will be responsible for a hotel room for the evening at their own expense. Hotel options can be found here:

Cleveland:

Motel 6
7219 Engle Road
Middleburg Heights
(440) 234-0990

Other options: <http://www.clevelandairport.com/Things-To-Do/Where-to-Stay.aspx>

Chicago:
Motel 6
9408 Lawrence Avenue
Schiller Park
(847) 671-4282

Other options: <http://airport-ohare.com>

1. Within 24 hours of arrival in Sandusky or first day available, go to Kalahari in person and report to the Human Resources office. Human Resources office is open Monday-Friday 9:30am–3:00pm.

Other general instructions:



J-1 Program Work & Travel Host Company Application

Transportation To and From Work

Company provides transportation:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Cost:	N/A
Description:	Depending on where you arrange your housing, there may be several transportation options available: -Walking or Public Bus Route – Sandusky Transit System: http://www.ci.sandusky.oh.us/community-dev/sts-ataglace.htm		

Social Security Information

Address of the nearest social security office:	252 WAYNE STREET SANDUSKY, OH 44870		
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
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Cultural Information

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

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.*

Conditions of Employment

Dear Fellow Potential Associates,

Thank you for your interest in Kalahari Resorts and the opportunity to grow with our family. As the hospitality employer of choice, we are committed to exceeding expectations and providing the area's premier guest experience. It is important that we adhere to strict grooming and appearance standards so we can reflect the highest quality of product and services to our guests. The following are essential components for your employment with Kalahari Resorts:

_____ Report to work on time in compliance with all policies when scheduled

_____ Provide hospitable and exceptional Guest Service in every task performed

_____ Follow all Grooming and Appearance Guidelines including:

_____ Beards, Goatees, Sideburns past your ears - not permitted

_____ Visible tattoos – must not be offensive, suggestive or otherwise deemed in appropriate by management

_____ Visible body piercing (nose, lip, tongue, etc ...) - not permitted

_____ Males, earrings and long hair (more than 2" over the ear) - not permitted

_____ Females, 2 earrings per ear, only in the bottom half of the lobe

_____ Uniforms are purchased by associates during orientation, they are able to be payroll deducted and are considered property of the associate. When reporting for work, uniforms are expected to be neat, clean, pressed and in good condition.

Kalahari Resorts is committed to providing the area's premier guest experience. As such, you must be willing to comply with the above before reporting to orientation (your first day of work). By initialing above and signing below you understand and agree with these terms and conditions. These conditions outline Kalahari Resorts policies and procedures. The conditions are not all inclusive and are subject to change at any time based on the needs of the organization as determined by Human Resources.

Applicant's Signature

Date

Applicant's Name (printed)



Condition of Employment

-Pre-Employment Agreement-

Dear Fellow Potential Associates:

Thank you for your interest in Kalahari Resorts – and the opportunity to grow with our family. As the hospitality employer of choice, we are committed to providing products and services beyond expectations and to be the area’s premier guest experience. It is important that we adhere to strict grooming appearance standards so we can reflect the highest quality of products and services to our guests.

If hired, these conditions start on the day you report to Orientation. If for any reason you do not comply with the Grooming Standards listed below, you will not be able to attend Orientation and start your employment.

Clothing:

All personal clothing and assigned uniform garments are expected to be neat, clean, pressed, and in good condition. Frayed, faded, torn, threadbare, or patched garments are not acceptable.

Kalahari Resort has a “Resort Business Casual Attire” appearance standard during work hours. **Inappropriate attire examples are, but not limited to, the following:**

- Casual or athletic shorts or cut-offs
- Sundresses, midriff, dresses or mini-skirts that are shorter than 2 inches above the knee when sitting down
- See-through fabrics, midriff tops, or clothing that is excessively revealing, low cut, or worn in a manner that is unsuitable for a professional work environment or where it distracts from the orderly conduct of business
- Tube, tank or halter tops
- Sandals, flip flops, tennis, running or athletic shoes (unless approved by department manager), mountain or biker boots
- Associates working in non-public and non-uniformed areas may wear open-toed dress shoes unless specifically prohibited under safety, hygiene, or management restriction.
- Spandex clothing, stretch pants, stirrup pants, sweat pants/sweatshirts, jeans
- Clothing that displays graphics, logos, or lettering, other than Kalahari Resort approved, is not acceptable attire.

Conditions of Employment Continued:

Hair:

- Hair must be worn in a manner that does not block side vision, cover the name badge, or present a safety problem. Hair color and accessories must be appropriate and not extreme.
- Male hairstyles cannot exceed below the top edge of the shirt collar and cannot be longer than two (2) inches over the ear. Ponytails are not permitted and sideburns must compliment hairstyle and cannot exceed past the bottom of the ear opening.
- Mustaches are permitted HOWEVER, they must be in good taste, well trimmed, groomed and maintained. Styles will be subtle and not extreme. Management reserves the right to restrict the wearing of mustaches in certain areas.
- Male associates must be clean-shaven at all times. Beards and goatees are **not** permitted.

Tattoos:

- Visible tattoos are **not** permitted in most Front-of-the-House areas. Tattoos may be permitted, at management discretion, in other areas.

Jewelry:

- Jewelry shall be worn in good taste and appropriate for Resort standards. Only pins (except decorative), buttons, badges, etc. authorized and issued by Kalahari Resorts may be worn.
- Male associates are **not** permitted to wear earrings. Female associates may wear no more than two earrings in one ear (ear lobe area only); earrings must be appropriate and in good taste and must not hang more than two (2) inches from the attachment or be larger than a nickel.
- Rings are acceptable, provided they are of appropriate hand scale and no larger than a traditional class ring. Associates may wear no more than two (2) rings on both hands. Wedding sets are considered one (1) ring.
- Visible body piercing (nose, eye, tongue, etc.) is **not** permitted and jewelry must be removed while on property.

Fingernails:

- Fingernails must be clean and manicured. If nail polish is worn it must be in good taste and subtle, not extreme. Management reserves the right to restrict the wearing of nail polish and nail length in certain areas due to sanitation/health requirements.

Glasses:

- Associates may wear regular eyeglasses which may be of a "transitions" type. Tinted glasses that prevent direct eye contact are not permitted (unless specifically prescribed by a licensed ophthalmologist for medical reasons).

Conditions of Employment Continued:

Personal Hygiene:

- Associates reporting to work must present a neat and clean appearance, which should include the absence of offensive body odors and proper attention to oral hygiene.
- Associates should avoid the use of heavy fragrances. The use of perfumes, colognes, and aftershave lotions, which are light and subtle are permitted.

Additional Conditions of Employment:

- Report to work on time in compliance with all policies when scheduled.
- Provide hospitable and exceptional guest services in every task performed.
- Uniforms are purchased by associates during orientation or just before their first work shift in the department. They are able to be payroll deducted and are considered property of the associate.

Kalahari Resorts is committed to providing the area's premier guest experience. As such, we take our grooming standards very seriously.

If hired, you are expected to attend New Hire Orientation with the proper grooming standards listed above.

If you have any questions concerning the above information please call the Human Resources Department at Wisconsin Dells 608-254-5466 ext. 43273 or Sandusky 419-433-7200 ext. 34030



AAG Assisted Housing Agreement

This is a legal and binding agreement. The information below serves as an addendum to the terms and conditions of the AAG Work and Travel or Internship 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. Claiming you were not aware of this requirement will not release you of your responsibilities.

AAG is responsible for locating, vetting, and securing housing option for participants by assigning and mandating a specific housing facility. Participant is responsible for signing lease, paying housing deposit (if applicable), and paying living expenses directly to housing facility and service providers (i.e. utility company).

Student Agreement

- ★ Understand that I must live at the AAG-approved housing assignment listed in my job offer for the duration of my program and that I am not permitted to live at any other location unless given approval by AAG.
- ★ If there is more than one housing option listed in my job offer, I understand that AAG will assign me to one of specific housing options listed at least two weeks prior to my program start date.
- ★ Understand that due to leasing availability in the USA, my housing assignment is subject to change at any time.
- ★ Understand that AAG will attempt to honor roommate assignment request but honoring the request is not guaranteed.
- ★ Understand that I need to bring at least \$750.00 for the start of my program, not including money needed for housing.
- ★ Understand that the AAG-assisted housing paired with this position has been approved by both AAG and the Employer for my safety and convenience and if I do not agree to live at the AAG-assisted housing I should choose a different position.
- ★ Understand that the housing may have specific days and times that I can arrive and check-in and that if I arrive to the US outside of these hours, I am responsible for securing a hotel or hostel until I am able to move into my housing.
- ★ Understand that I am responsible for signing a lease agreement (if applicable) and paying my living expenses directly to the housing facility and other service providers.
- ★ Understand that housing facility costs and amenities may vary between multiple properties.
- ★ Understand that living expenses (housing costs, deposits, etc.) are subject to change at any time.
- ★ Understand that I must adhere to the rules and regulations of my assigned housing facility and other service providers.
- ★ Understand that if I fail to live at the housing option assigned to me, I will not be allowed to continue my program and must return home immediately at my own expense.
- ★ Understand that I am financially responsible for any damages that may occur to my housing (including bed bug treatments), or any excessive utility charges that may be incurred. In addition, if I am sharing housing with other participants and there are damages or excessive utilities, I will be responsible for sharing equal cost of these charges.
- ★ Understand that if I have any concerns or questions regarding my housing, I should discuss them immediately with my home agency prior to departure or with my AAG Outreach Coordinator once in the US.

Student Name (Printed in English): _____

Student Signature: _____ Date: _____

Foreign Entity Agreement

- ★ Understand that these positions require students to live at one of the options listed in the job offer that will be assigned by AAG no less than two weeks prior to the program start date and that it is my responsibility to explain the process to participants
- ★ I will not allow students to arrive to the U.S. without at least \$750.00.
- ★ I will support AAG's efforts to ensure that students remain at their assigned housing facility.

Foreign Entity Signature: _____ Date: _____

Kalahari Housekeeping Acknowledgement Form

As a work and Work and Travel students accepting a housekeeping job offer at Kalahari Resort, I understand and agree to the following terms:

___ My agency has provided me with a copy of Kalahari housekeeping handbook. I have read and understand the roles and responsibilities of a housekeeper. This handbook will be reviewed in detail during my orientation session at Kalahari upon arrival.

___ I understand that I will work with cleaning chemicals. If I have allergies, I should wear a facial mask while using chemicals.

___ I understand that I must work the full term of my employment as stated on my job offer and DS form as a housekeeper at Kalahari, and may not transition to another position at Kalahari.

Participant's Printed Name: _____

Participant's Signature: _____

Participant's AAG ID number: _____



AAG ASSISTED HOUSING

Definition: AAG is responsible for locating, vetting, and securing a safe and affordable housing option for participants by assigning and mandating a specific housing facility. Participant is responsible for signing lease, paying housing deposit (if applicable), and paying living expenses directly to housing facility and service providers (i.e. utility company).

Policy: Partners and Participants must abide by AAG Assisted Housing Addendum Document in the Job Offer.

PROPERTY INFORMATION

Property Name: Davis and Kline Management Housing

Address:

-1218 through 1224 Buchanan Street, Sandusky, OH 44870 (24 participants)

-2701A Tremper Avenue, Sandusky, OH 44870 (6 participants)

-2701B Tremper Avenue, Sandusky, OH 44870 (6 participants)

-2701.5 Tremper Avenue, Sandusky, OH 44870 (6 participants)

-2703 Tremper Avenue, Sandusky, OH 44870 (24 participants)

Phone Number: (419) 626-9355

Fax Number:

Website: <http://www.daviskline.com>

Office Hours: 9 a.m. to 6 p.m. Monday - Friday

Point of Contact: Jared Davis

Contact Cell Phone/Direct Line:

Email Address: jared@davisbrands.com

Best day(s) and time(s) for a participant to check-in to housing:

Date last updated: 8/28/2012

APARTMENT COMPLEX

UTILITIES

Utility Set Up (by the property, by the occupants): By property

Is the property able/willing to set utilities up for our participants: NA

Are the following utilities included (if yes, please provide the monthly avg. cost per unit – costs subject to change):

ELECTRICITY: Included

WATER: Included

TRASH: Included

SEWER: Included



WI-FI/INTERNET: Included
CABLE TV: Included
GAS: Included

APARTMENT INFORMATION

All 3 bedroom Units

BEDROOMS & BATHROOMS

Bedrooms per unit (please list each configuration available to lease): 3
How many beds per room: 2
Occupants allowed per unit: 6 per unit
Is rooming co-ed? : Bedrooms are NOT co-ed, but units are co-ed
Bathrooms per unit: 1+
Closets per unit (bedroom, bathroom, living room area): 3-4
Additional items to note: Beds are twin or full-size. Some are bunk beds.

KITCHEN

List kitchen appliances included: Stove, refrigerator, microwave, and toaster.
Washer/dryer included in the unit: Yes, coin-operated.
Additional items to note: All dinnerware and cooking utensils are included.

FURNITURE

Is this housing furnished? : Yes
If so, please provide details (list furniture, bedding and towels, cooking utensils, etc.):
KITCHEN: Stove, refrigerator, microwave, toaster, dinnerware and cooking utensils included.
LIVING ROOM: Couch, chairs, coffee table, TV.
BEDROOM: Beds, chests of drawers, bedside tables, closets, clothes hangers provided.
BATHROOM: Tub with shower, sink, and mirror.
MISC: Each student receives a blanket, 2 sheets, pillowcase, 2 towels, and 2 washcloths.
Toilet tissue and hand soap will be provided on arrival, students will then have to buy these 2 items as needed.

APARTMENT COMPLEX PRICING

Cost of Rent per apartment, per month: \$300
Is there a rent price increase for short term leases? : No
Is this cost bi-weekly or monthly? : Monthly
Cost per person: \$300 + \$100 security payment
Is this cost bi-weekly or monthly: Monthly
Rent due date): First month's rent due upon arrival, then every 30 days.



Date Rent considered late: Each day late student will incur a \$10 charge.
Is a lease required? : Yes
Short term lease available: Yes
Available lease terms : 3 month
Lease termination notification timeframe (30 days out, 60 days out): N/A
Housing codes for property: All housing is city code approved

ASSOCIATED FEES

DEPOSIT

Amount per unit: \$100
Is this refundable? : Yes
Deposit due: Upon Arrival

APPLICATION FEE

Amount per unit: N/A
Is this refundable? :N/A
Application Fee due: N/A

RESERVATION FEE

Amount per unit: N/A
Is this refundable? : N/A
Reservation Fee due: N/A

ADDITIONAL FEES

If there are additional fees, please advise: None
Amount per unit: N/A
Is this refundable? : N/A
Additional Fees due: Air conditioner fees vary based on season and current electricity charges and must be approved by Davis Kline

LEASE TERMS & CONDITIONS

Co-signer required: No
Late payment terms and fees: \$10 per day
Cancellation terms/fees: N/A
Is a criminal background check required per participant? : No
Is a credit check required of participant? : No
If yes, please provide details: N/A
Proof of Income Needed: No
If yes, please provide details: N/A
Is renters insurance required? : No
If yes, please provide the contact info for the insurance provider used at this complex, as well as the typical cost: N/A



Forms of payment accepted (ACH, check, money order, credit card, online payments):

Cash and money orders. Credit card payments starting Winter 2012

Payment Terms & Conditions: Move-in amount required is \$400 which covers security deposit and first month's rent. 1 month later \$300 is due for second month's rent, 1 month after that \$300 is due for last month's rent. Upon departure, security deposit is returned in full if conditions of the lease are met and no damage to the unit or trash and belongings left in the unit.

PROPERTY INFORMATION

(Please indicate not applicable ("n/a") should something not apply to this property)

Are laundry facilities on property? : Yes

Hours of operation for laundry: 24 hours per day

Cost to utilize laundry facilities: \$1.50 per load.

Is there a fitness room on property? : No

Hours of operation for fitness room: N/A

What equipment is provided? : N/A

Is there a pool on property? : No

Is the pool indoor or outdoor? : N/A

Hours of operation of the pool: N/A

Are there meeting rooms or common spaces available for participants to utilize? : Each property has a large adjacent yard.

If yes, please detail: N/A

Is there an outdoor space for the occupant to utilize? : Yes

Is Wi-Fi accessible throughout the property? : Yes

If Wi-Fi is not accessible, please advise of any common areas there is Wi-Fi: N/A

Demographics of residents living on property: All college age, international, male and female

Number of people this property can accommodate at full occupancy: 6 per unit

Additional property notes: Cable TV also provided.

SAFETY & TRANSPORTATION

Is this property staffed 24/7? : No

Housing access (exterior hallway, interior hallway, separate entrance to house, through basement, etc.): Separate entrances for each unit.

Are there security cameras? : No

Number of keys issued per person: 1

Is this a gated or secured property? Is a key required to access property? : No

Locations of nearest public transportation stop: Approx. 1 block

Is it safe to walk to the nearest public transportation stop? Yes

Distance from housing to nearest public transportation stop: Approx. 1 block



Please provide information on the transportation providers (name of bus line, name of bus stop, frequency of bus, etc.): Sandusky Transit System offers pickup approx. 1 block from each of our apartments and provides shuttle service to anywhere in the city.

Does a local transportation company offering shuttles? Yes

Cost for a single pass: \$1 per trip anywhere in the city

If no public transportation is available, please indicate how accessible the area is via walking or by bike: N/A

Is the route well lit at night? : Yes

AREA INFORMATION

Grocery stores/pharmacies within walking distance to property: Yes

Banks/ATM's within walking distance of property: Yes

Restaurants within walking distance to property: Yes

Recreational facilities are within walking distance of property: Yes

Additional points of interest within walking distance of property: Parks, churches.

If nothing is within walking distance, what is nearby via public transportation? Water parks,

Cedar Point Amusement Park, Mall, thrift stores, library, ferries to Lake Erie Islands, etc

Any additional notes or comments from the property manager: On arrival, students are provided with a folder which contains a list of local taxi companies, police, hospitals, etc.

Photos Included (Y/N): Photos available on Davis & Kline website

Public Transportation Route Maps Included (Y/N): Can be viewed on Sandusky Transit System website. Property also includes bike racks for student bikes to be stored.



AAG ASSISTED HOUSING

Definition: AAG is responsible for locating, vetting, and securing a safe and affordable housing option for participants by assigning and mandating a specific housing facility. Participant is responsible for signing lease, paying housing deposit (if applicable), and paying living expenses directly to housing facility and service providers (i.e. utility company).

Policy: Partners and Participants must abide by AAG Assisted Housing Addendum Document in the Job Offer.

PROPERTY INFORMATION

Property Name: Bernice Kingseed Housing

Address:

- 4921 Richmond Circle, Sandusky, OH 44870 (8 participants)
- 531 N. Depot Street, Sandusky, OH 44870 (6 participants)
- 601 N. Depot Street, Sandusky, OH 44870 (10 participants)
- 2138 Wilbert Street, Sandusky, OH 44870 (8 participants)
- 612 Tiffin Avenue, Sandusky, OH 44870 (10 participants)

Phone Number: (419) 239-3148

Fax Number:

Website:

Office Hours: 8 a.m. – 5 p.m. Monday - Sunday

Point of Contact: Bernice Kingseed

Contact Cell Phone/Direct Line: (419)-239-3148

Email Address: bkseed1@aol.com

Best day(s) and time(s) for a participant to check-in to housing: 8 a.m. – 5 p.m. Monday – Sunday. Can be available other times if arranged prior to arrival.

Date last updated: 8/28/2012

PRIVATE RESIDENCE

Type of Housing (single-family house, trailer, duplex, multi-family, in-law apartment): Single Family

Number of participants this property accommodate: Varies

Is rooming co-ed? : Rooms are not co-ed, houses are co-ed.

BEDROOM

Beds per room: 1 – 2 Bunk Beds (Depending on size of room, 2 – 5 participants per room)

Additional beds included (sofa bed/roll away bed) to this room: Bunk



Are linens and pillows provided? : Yes
If yes, are the occupants responsible for cleaning them? : Yes
List furniture included in the room: Beds, Dresser, Lamp
Closets per room: 1

KITCHEN

Will the participant have access to a kitchen? : Yes
List kitchen appliances included: Stove, oven and two refrigerators
List kitchen amenities are included: Pots & pans, flatware, cups, plates, cleaning supplies, dish towels, cooking utensil
Are occupants responsible for trash removal? : Yes
If yes, are trash bags provided? : No
Where will the occupant need to bring trash/recycling? : Outside of the back door
Kitchen notes:

BATHROOM

Bathrooms available to participant: Yes
Number of people sharing this bathroom(s): 4-5 people per bathroom
Are towels provided? : Yes
If yes, number and size per person: 1 per participant
Is the occupant responsible for laundering towels? : Yes
List bathroom supplies included (bath soap, shampoo, conditioner, hand soap, toilet paper, etc.): Toilet paper upon arrival, cleaning supplies only
Plunger or cleaning supplies provided: Yes
Bathroom notes:

UTILITIES

Please indicate if the following utilities are included in the rental rate. For those that are not included, indicate the estimated cost per rental cycle, or state N/A (not applicable):

ELECTRICITY: Included
WATER: Included
TRASH: Included
SEWER: Included
CABLE: Included
INTERNET/WI-FI: Included
GAS: Included



PRIVATE RESIDENCE PRICING

Cost per room: \$300

Is this cost daily, weekly, bi-weekly, or monthly? : Monthly

Cost per person: \$300

Is this cost daily, weekly, bi-weekly, monthly? : Monthly

Method that participant should secure housing for themselves (online, by phone, upon arrival):
AAG to assign, secure reservation.

How will the occupant receive confirmation that housing is secured? : Email

Is a contract or housing document required by the property owner? : Yes

If yes, see attached.

If a contract is required, is this on an individual basis or per room? : Individual

Student must submit contract prior to arrival: Yes

Deposit Required: Yes

Deposit Amount: \$100

Due upon move-in by participant: \$100 deposit

Housing payments schedule (weekly, bi-weekly): Monthly

Forms of payment accepted (cashier's check, money order, cash): Cash or money order

Additional fees required: No

Terms & Conditions:

Cancellation terms/late payment fees (if applicable): \$10.00 late fee, if participant
moves out before 3 mos., \$100.00 security fee forfeited.

Notice required for move-out (30 days, 14 days, 7 days, 24 hours): 14 days

PROPERTY INFORMATION

(Please indicate not applicable ("n/a") should something not apply to this property

Are laundry facilities on property? : Yes

Hours of operation for laundry: 24/7

Cost to utilize laundry facilities: Free

Is there a fitness room on property? : No

Hours of operation for fitness room: n/a

What equipment is provided? : n/a

Is there a pool on property? : n/a

Is the pool indoor or outdoor? : No

Hours of operation of the pool: n/a

Are there meeting rooms or common spaces available for participants to utilize? : Living
Room

If yes, please detail: Couch, chairs, table

Is there an outdoor space for the occupant to utilize? : Backyard

Additional amenities available to the occupants (BBQ, video games, etc.): No



Is Wi-Fi accessible throughout the property? : Yes

If Wi-Fi is not accessible, please advise of any common areas there is Wi-Fi:

Demographics of residents living on property: J-1 students

Number of people this property can accommodate at full occupancy: Varies with property

Additional property notes:

SAFETY & TRANSPORTATION

Is this property staffed 24/7? : No

Housing access (exterior hallway, interior hallway, separate entrance to house, through basement, etc.): Front & back door

Are there security cameras? : No

Number of keys issued per person: 1

Is this a gated or secured property? Is a key required to access property? : No

Locations of nearest public transportation stop: Varies with property

Is it safe to walk to the nearest public transportation stop? Yes

Distance from housing to nearest public transportation stop: Varies, 1 block to ½ mile

Please provide information on the transportation providers (name of bus line, name of bus stop, frequency of bus, etc.): Sandusky Transit System

Does a local transportation company offering shuttles? Yes

Cost for a single pass: \$1.00/ ride

Cost for a monthly pass: \$50.00/ monthly pass

If no public transportation is available, please indicate how accessible the area is via walking or by bike: Bicycle

Is the route well lit at night? : Partially

AREA INFORMATION

Grocery stores/pharmacies within walking distance to property: Yes

Banks/ATM's within walking distance of property: Yes

Restaurants within walking distance to property: Yes

Recreational facilities are within walking distance of property: Yes

Additional points of interest within walking distance of property: Yes

If nothing is within walking distance, what is nearby via public transportation?

Two local taxi companies recommended by the property (name and number): AM-PM , 419-202-1367, Cruisin City, 419-625-7955

Any additional notes or comments from the property manager:

Photos Included (Y/N): No

Map Included (Y/N): No

Public Transportation Route Maps Included (Y/N): On Sandusky Transit System website

<http://www.ci.sandusky.oh.us/community-dev/sts-about.htm>