



# CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

## JOB DESCRIPTION

### USA WORK & TRAVEL PROGRAM



### *Employer Information*

**Employer name:** Apple American Group-Applebee's  
**Type of business:** Restaurant  
**Job location:** Apple American Group  
**City:** NORTH CONWAY  
**State:** NH  
**Zip:** 03860  
**Website:** www.applebees.com

### *Why choose us?*

Out of the more than 180 restaurants in the Washington Valley, this restaurant is the busiest. Applebee's associates help provide a great dining experience, which in turn provides lifelong memories for the tens of thousands of vacationers that come from all over to visit North Conway.

### *Cultural exchange activities*

There are many activities in the area including Settler's Green Outlet Mall, water park, outdoor activities, hiking camping, rock climbing, boating, swimming in the White Mountain State Forest, golfing, and amusement parks.

### *Position*

**Job title:** Kitchen Support - Cook, Prep Cook, Dishwasher

**Job description and required skills:** In this position duties include but are not limited to the following: Complete all assigned prep work & set up cook's station. Maintain product presentations, product quality & cook time standards. Prepares all menu items according to Applebee's recipes, plate presentations & specifications. Maintains kitchen work area, equipment, plate ware & utensils, dishwashing, cleaning, trash removal in a sanitary, orderly condition. Must be able to stand & lift up 40 pounds repeatedly & exert well-paced mobility of up to four hours in length. Must be able to speak clearly & listen attentively. Other tasks may be assigned by manager.

**English level required:** intermediate

**Hourly wage (before taxes):** \$12.00

**Position ID:** 34852



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## Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	6-8
Number of days per week:	5-6
Possibility of students getting more than estimated hours:	average
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/01/2017
Latest start date:	05/15/2017
Earliest end date:	09/07/2017
Latest end date:	09/30/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	yes
Meals details (discount, cost, # of meals):	Meals provided while working only.
Is a drug test required?	no
Is Skype interview required?	no
Do students complete an additional application upon arrival?	yes
Possibility to find a second job in the area	yes
<b>Second jobs require you to contact CHI at <a href="mailto:chiwt@chinet.org">chiwt@chinet.org</a> or 1-800-432-4643 to receive the required form. The new potential employer will need to complete it. Both you and the employer will need to sign and return it to CHI for approval.</b>	
<b>You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.</b>	
Additional comments regarding second job:	This location is surrounded by many shops, restaurants, hotels and various other businesses. It would be very easy to find a second job at this location.
How soon after arrival will participants begin working?	Work as soon as you arrive.
Specific instructions for arrival to employer:	Please arrive in mid-week with proper notice.
Is training required?	yes
Conditions of training:	Paid training.
Is there possibility to change positions?	no
Are students required to wear a uniform?	yes
Does employer provide uniform?	yes
Cost of uniform:	Varies
Is uniform refundable?	no



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**Do students need to purchase specific clothes or footwear?** yes

**If so, details for clothing:** All positions require non-slip shoes and long pants without holes. Applebee's provides a t-shirt, hat, and apron.

**Additional information:**

Must high intermediate English speaking and comprehension skills.

## Housing Information

**Housing name:** CHI Assisted Housing- NH TBA

**Housing address:** To be announced.

**City:** TBA, NH

To be announced.

Michelle Riaz  
chimicheller@chinet.org

**Website:**

**Housing assisted by:** CHI

**Is student required to sign a separate housing contract?** yes

**Number of people to a room:** 2-6

**Bath:** 1-2

**Estimated cost of housing per week:** \$100-150 estimate

**Is housing cost deducted from paycheck?** no

**Is housing deposit required?** yes

**Deposit amount:** \$200-300

**Instructions for deposit payment:** Please prepare to pay a security deposit upon your arrival.

**Is housing deposit refundable?** no

**Conditions for deposit refund:** Your housing deposit will not be returned. ONLY if you stay until the end of your contract and the housing is left in undamaged condition.

**Utilities included:** yes



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<b>Is the housing mandatory?</b>	no
<b>Can students find alternative housing during their stay?</b>	no
<b>Method of transportation from housing to work site:</b>	Must arrange own
<b>Transportation details:</b>	Housing will be within biking distance in most cases.
<b>Additional housing features:</b>	Housing will include at least access to a microwave and refrigerator.
<b>Location of work site best described as:</b>	Small Town Community
<b>Location details:</b>	Small town/village community in the White Mountains. Lots of outdoor activities, restaurants, shopping and tourism in the area.
<b>Average daily temperature:</b>	60-90 F
<b>Community or regional website:</b>	<a href="http://www.northconwaynh.com">www.northconwaynh.com</a>
<b>Nearest cities:</b>	Boston
<b>Distance to nearest cities:</b>	3 hours
<b>What to wear:</b>	Bring a variety of clothes, from bathing suits to jacket.
<b>Available public transportation:</b>	Taxi
<b>Public transportation access:</b>	Not very accessible.
<b>Accessible amenities (by walking or public transportation):</b>	
<b>Food market:</b>	yes
<b>Shopping mall:</b>	yes
<b>Post office:</b>	yes
<b>Bank:</b>	yes
<b>Movie theater:</b>	yes
<b>Restaurants:</b>	yes
<b>Fitness center:</b>	yes
<b>Laundry:</b>	yes
<b>Internet café:</b>	yes
<b>Public library:</b>	yes

This is a sample housing arrangement. Your CHI Coordinator will inform you of your precise housing details as soon as they are available. Your housing may change based on availability and location. Please be prepared for your housing to meet the criteria outlined in this job offer. If you decide to find your own housing, please inform your coordinator before you arrive in US.



### Suggested Travel Information

<b>Nearest international airport:</b>	Boston Logan Airport
<b>Nearest airport:</b>	Boston Logan Airport
<b>Transportation from airport to employer and / or housing:</b>	Bus/Taxi
<b>Nearest bus station (to the airport):</b>	Airport/South Station (Boston)
<b>Bus information (web site):</b>	<a href="http://www.concordcoachlines.com">www.concordcoachlines.com</a>
<b>Nearest train information (to the airport):</b>	South Station, Boston
<b>Train information (web site):</b>	<a href="http://www.amtrak.com">www.amtrak.com</a>
<b>If participant arrives after hours suggested, overnight accomodation:</b>	Boston HI Hostel
<b>Cost per night:</b>	\$50+
<b>Transportation to overnight accomodation:</b>	Taxi <a href="http://www.fasttaxi.net">www.fasttaxi.net</a>
<b>Transportations cost:</b>	\$25
<b>Specific instructions:</b>	Please arrange your flight to Boston MA. (Airport code BOS) From here you will travel by bus to North Conway - the bus departs 2 times daily <a href="http://www.concordcoachlines.com">www.concordcoachlines.com</a> the bus fare is between \$35. The bus departs directly from the arrivals /baggage area. Ask a transit policeman to direct you to the correct waiting spot. Should it be necessary for you to spend the night in Boston, there are several youth hostels in Boston you can stay at.

### Social Security Information

<b>Does the company require students to have Social Security number before arriving to the work place?</b>	yes
<b>Does the company provide Social Security application assistance?</b>	no
<b>Where is the closest Social Security office?</b>	Littleton, NH
<b>How far is the Social Security office from the work place?</b>	50 Miles



## WELCOME LETTER Cultural Homestay International

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**Applebee's, North Conway**  
24 Settler's Green Drive  
North Conway, NH, 03860

**Employer Contact Information**  
Josh Brault  
Email : [northconway@appleamerican.com](mailto:northconway@appleamerican.com)  
Phone : 603-356-9600

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Hello Everyone!

By now, everyone has been assigned a job, and received their DS FORM. As soon as you receive your DS 2019 form, check to make sure that your **name** and **birth date** are correct.

If you have not yet purchased a plane ticket, you should do so as soon as possible. **Let CHI and your employer know your flight information by sending a conformation email and updating the information in at [www.sevis.org](http://www.sevis.org).**

**\*IF YOU WERE DENIED YOUR VISA AND ARE RECEIVING THIS EMAIL RESPOND TO THE SENDER AND LET THEM KNOW YOU ARE NOT COMING!**

Remember to print a copy of this letter to bring with you.

This letter will describe the following:

1. Things to review before departure
2. How to contact your employer
3. Where you will be living/What to pack
4. How to get to your job from the airport
5. Validating your status in SEVIS
6. Where to apply for a Social Security number

**I-94 is now an electronic document that needs to be printed and taken to social security with you.**

If you have questions, please don't hesitate to contact me, Kathryn Howard, at [chikathryn@chinet.org](mailto:chikathryn@chinet.org).

For general questions and emergencies, you may always contact CHI's Main Office at 1(800) 432-4643.

Have a safe trip!

Sincerely,  
Kathryn Howard  
Cultural Homestay International  
Program Coordinator of the lakes region NH/Greater Boston area

## **Need to know information to plan accordingly**

**Facebook: Please add me on Facebook, search for Chi Kathryn Howard or copy/paste this link to find my profile:**

<https://www.facebook.com/profile.php?id=100012732699831>

### **BEFORE DEPARTURE**

Read your **CHI Student Handbook**. You should have received this from your agency.

Bring:

- Documents: **Passport, J- 1 Visa, DS 2019, sponsorship letter, job offer**
- **\$1,000 US available** (transportation from airport, housing deposits, food, etc.)
- Carry On (a change of clothes, medicines, copy of this letter) Always keep your important paperwork with you while traveling. Do NOT pack it!
- Contact your employer by email to notify him/her of your specific arrival time.
- Plan your flight accordingly: if your final destination is 5 hours away, make sure your flight arrives early in the day OR you have made a reservation at a hostel to stay overnight.
- **Log into [www.sevis.org](http://www.sevis.org) as soon as you know your flights so you can enter your flight information!** This is very important for us to plan accordingly.

### **1. CONTACT YOUR EMPLOYER**

You must contact Josh Brault and CHI and let us know your flight information, as well as, when EXACTLY you will be arriving! Please email Josh at northconway@appleamerican.com. Please email me at [chikathryn@chinet.org](mailto:chikathryn@chinet.org) with your exact arrival information and to confirm that you received this letter!

#### **Also, please be aware:**

Although federal program regulations state participants cannot be held in a job against their will, CHI's program policy requires participants to communicate directly with both their employer AND CHI to give a one-week notice in writing which indicates when they plan to leave their job placement and their reason for leaving. Should the participant "no call/no show" at the work placement, this action will be considered a violation of the program sponsor's (CHI) rules, and may result in a participant's negative program status. Participants must consult with CHI before taking any action to leave their job.

### **2. HOUSING:**

**TBD. We thank you for your patience. We will contact you as soon as your housing is determined.**

### **3. DIRECTIONS FROM THE AIRPORT TO YOUR HOUSING**

#### **Boston Logan Airport Arrival: (THIS IS THE RECOMMENDED ROUTE)**

Please arrange your flight to Boston MA. (Airport code BOS)  
From here, you will take the Concord Coach Lines bus to North Conway.

Please check out [www.concordcoachlines.com](http://www.concordcoachlines.com) for further details on departure times and pricing. The bus departs directly from the arrivals baggage area. Ask a transit policeman to direct you to the correct waiting spot.

If you come with a group of friends, you could consider taking a shuttle from the airport to your housing. Please check out [http://www.flightlineinc.com/direct\\_ride](http://www.flightlineinc.com/direct_ride) for more information.

**Please confirm with your housing person and CHI coordinator with your exact arrival time, so they can assist you when you arrive at your housing.**

**IMPORTANT:**

Please remember if you will not be able to make it to your housing during reasonable hours- 8:00am to 9:00pm, you may need to stay overnight and travel the following day. The bus ALSO departs from Boston South Station. If you have spent the night in the city, depart from here, as it will be easier and much less expensive.

Be sure to make a reservation in advance to save yourself a bed. I HIGHLY recommend reserving a bed with a credit card before you leave, as beds fill up fast!

See [www.bostonhostel.org](http://www.bostonhostel.org), [www.hiboston.org](http://www.hiboston.org), [www.hostels.com](http://www.hostels.com) for more hostel options in Boston.

#### **4. SEVIS**

**Before you arrive in USA-** Log in to [www.sevis.org](http://www.sevis.org) and enter your flight information as soon as you purchase your flight ticket.

**After you arrive in USA -** Log into the SEVIS system within THREE days of your arrival to the United States!

Any delay can affect your Social Security Card application, which then affects WHEN YOU CAN START WORKING! VALIDATE YOUR SEVIS STATUS IMMEDIATELY!

- a. Log in to [www.sevis.org](http://www.sevis.org). If you can't log in then you need to call us.
- b. IMMEDIATELY call CHI to complete the SEVIS validation process: 1(800) 432-4643.
- c. Refer to your Student Handbook if you need specific instructions about how to log in. (Most public libraries have internet access – speak with library staff about your temporary stay in the US.)
- d. Log back in after 3 days to make sure your visa status has been validated – this is a requirement BEFORE applying for a social security number!

#### **6.APPLYING FOR A SOCIAL SECURITY NUMBER**

- **Validate your Visas in SEVIS.**
- **Then wait 10 days and visit the closest social security office is:**

177 Main St  
Littleton, NH, 03561

Social Security Office Hours: MON: 09:00 AM - 04:00 PM; TUES: 09:00 AM - 04:00 PM;  
WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 04:00 PM; FRI: 09:00 AM - 04:00 PM SAT &  
SUN & Federal Holidays: CLOSED



**PLEASE REMEMBER TO GET A RECEIPT AT THE SOCIAL SECURITY OFFICE. IT'S YOUR ONLY PROOF THAT YOU APPLIED!**

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**We look forward to meeting you!!**

For general questions and emergencies, you may always contact CHI Main Office at  
1-800-432-4643