



# CULTURAL HOMESTAY INTERNATIONAL

CHI BRINGS PEOPLE TOGETHER SINCE 1980!

## JOB DESCRIPTION

### USA WORK & TRAVEL PROGRAM



### *Employer Information*

**Employer name:** Evelyn Hill - Liberty Island & Ellis Island - NY  
**Type of business:** Food Service/Gift Shop  
**Job location:** Evelyn Hill  
**City:** NEW YORK  
**State:** NY  
**Zip:** 10004  
**Website:** [www.statueofliberty.org](http://www.statueofliberty.org)    [www.ellisland.com](http://www.ellisland.com)

### *Why choose us?*

Not only do you get to work in New York City, but you will be working at one of the most famous landmarks in all of the United States. Great atmosphere and great employer.

### *Cultural exchange activities*

Aside from museums, there are many attractions for visitors to see in New York City and plenty of things to do. From famous buildings and landmarks to parks and festivals, New York City offers endless sources of entertainment.

### *Position*

**Job title:** Food Service, Gift Shop Worker, Maintenance

**Job description and required skills:** Students will work in either in Food Service, Gift Shop or Maintenance. Food Service: All students are required to work weekends. You will work either as a server, cook, busboy or the back kitchen. Responsibilities may consist of cleaning, taking guest food orders, clearing and cleaning tables, cooking, washing dishes, prepping/preparing food, hosting etc. Gift Shop Worker: Salesperson, stock shelves, photography, cashiers. Responsible for attending to gift shoppers. Work cash registers, stocking merchandise, taking pictures etc. Maintenance: Cleaning tables, stocking and garbage.

**English level required:** advanced

**Hourly wage (before taxes):** \$11.00

**Position ID:** 34221



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## Position Information

Tips:	no
Bonus:	no
Estimated hours per day:	8
Number of days per week:	5
Possibility of students getting more than estimated hours:	yes
If so, is overtime paid at the rate of 1.5 hourly, after 40 hours of work per week?	yes
Earliest start date:	05/15/2017
Latest start date:	06/30/2017
Earliest end date:	09/07/2017
Latest end date:	10/30/2017
Is the employer willing to hire couples?	yes
Is the employer willing to hire group of friends?	yes
Are meals included?	yes
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

**Second jobs require you to contact CHI at [chiwt@chinet.org](mailto:chiwt@chinet.org) 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.**

**You can work with a new secondary employer ONLY AFTER you have received written authorization from CHI.**

<b>Additional comments regarding second job:</b>	Managing a second job will be very difficult to do. Schedule at Evelyn Hill will not be fixed and the hours may conflict when wanting to work a second job. If student finds a second job, it can not conflict with their schedule at Evelyn Hill. Evelyn Hill is also located on a island in which you will have to take a ferry to and from work.
<b>How soon after arrival will participants begin working?</b>	As soon as possible. See details below you must apply for your ID BEFORE arrival
<b>Specific instructions for arrival to employer:</b>	Apply for ID upon hire and receiving visa, BEFORE you arrive or there will be a delay to start date.
<b>Is training required?</b>	yes
<b>Is there possibility to change positions?</b>	no
<b>Are students required to wear a uniform?</b>	yes
<b>Does employer provide uniform?</b>	yes
<b>Cost of uniform:</b>	\$0
<b>Is uniform refundable?</b>	no



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

**If so, details for clothing:**      Students need to bring black sneakers. Students must have a conservative appearance. No visible tattoos or piercings.

**Additional information:**

You will be assigned upon arrival to either Ellis Island or Liberty Island. All students are required to work weekends and will have opportunity to work overtime. Please note that some department hours are 4 days a week 10 hours each day.

Upon hire the student must complete the attachment. Once they receive their visa, they will need to forward a copy of their passport, visa and DS form to the employer prior to leaving their country. If they do not do this it could delay their start date.

## *Housing Information*

**Housing name:**      NYC-Must Arrange Own

**Housing address:**

**City:**      New York, NY

**Phone:**

**Website:**

**Housing assisted by:**      Must Arrange Own

**Is student required to sign a separate housing contract?**      no

**If so, contract details:**      Students will be given leads for housing options, but they will be responsible for arranging their own housing. Please contact CHI or your community coordinator for your housing options. Average housing in New York City will be \$450.00 a month per person.

**Estimated cost of housing per week:**

**Is housing cost deducted from paycheck?**

110.00

no

**Is housing deposit refundable?**      no

**Utilities included:**      no



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<b>Is the housing mandatory?</b>	no
<b>Can students find alternative housing during their stay?</b>	no
<b>Transportation details:</b>	Every student living in NYC will need to purchase a metro card to ride the subway and buses in NY City.
<b>Location of work site best described as:</b>	Metropolitan
<b>Location of work site:</b>	NYC is a large metropolitan area. Great cultural city. In NYC there is a lot to see and do.
<b>Average daily temperature:</b>	75-90 F
<b>Community or regional website:</b>	<a href="http://www.nyc.gov">www.nyc.gov</a>
<b>Nearest cities:</b>	New York City
<b>What to wear:</b>	Summer clothes, shorts, tank tops, sandals
<b>Available public transportation:</b>	Subway, taxi, bus
<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



### Suggested Travel Information

<b>Nearest international airport:</b>	JFK
<b>Nearest airport:</b>	JFK
<b>Transportation from airport to employer and / or housing:</b>	Airtrain, shuttle, taxi
<b>Nearest bus station (to the airport):</b>	PORT AUTHORITY BUS TERM
<b>Bus information (web site):</b>	www.greyhound.com
<b>Nearest train information (to the airport):</b>	Penn Station
<b>Train information (web site):</b>	www.amtrak.com
<b>If participant arrives after hours suggested, overnight accomodation:</b>	Jazz hostels
<b>Cost per night:</b>	Varies - \$30 & up
<b>Transportation to overnight accomodation:</b>	Subway, taxi
<b>Specific instructions:</b>	<p>Students will need to go to Battery Park by subway to take the Ferry to Statue of Liberty. Here are a few options. Students should take the one closest to them. Take the 1 train to the South Ferry station, 4 or 5 train to the Bowling Green station or R/W train to the Whitehall Street station. Your contact person Michael Cox His phone number is 212-344-0996 and his email address is mcox@thestatueofliberty.com</p> <p>Once you arrive to Battery Park you will go to the pre-paid ticket window and tell them you are there to see Michael Cox. They will give you a free pass to get on the ferry. You do not wait on the ferry line. You will need to tell the you are there to see Michael Cox at Ellis Island.</p>

### Social Security Information

<b>Does the company require students to have Social Security number before arriving to the work place?</b>	no
<b>Does the company provide Social Security application assistance?</b>	no
<b>Where is the closest Social Security office?</b>	Cav Bldg, 6th Floor, 55 West 125th
<b>Specific instructions:</b>	<p>This office is open Monday-Friday from 9am-4pm. The Social Security office is located at CAV BLDG, 6TH FLOOR, 55 WEST 125TH. Upon entering the building, you will go through a security checkpoint, so it best to carry as little as possible with you. You need to take your passport with the I-94 attached inside of it, your DS2019 form. When you fill out the application use your employer's address and phone number. You are a legal alien allowed to work. Your mother's maiden name is her last name before she was married.</p>



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# United States Park Police

## Liberty District

### Identification Card Application & Background Check Request



<b>Administration Only:</b>	APPROVED <input type="checkbox"/>	NOT APPROVED <input type="checkbox"/>	Case Number: _____	Date: _____
Lieutenant Initial/badge: _____		E-Justice Operator Name: _____		Sequence Number: _____

*This form is prescribed by the U.S. Park Police District Commander for use by applicants for National Park Service Identification Cards. Any alteration to this form is expressly forbidden. Type or print clearly in all sections below. For questions that do not apply, respond "N/A" for Not Applicable.*

**EVERY SECTION #1-32 MUST BE COMPLETED OR THIS APPLICATION WILL BE RETURNED**

<b>Check Appropriate Block:</b>	<b>RENEWAL APPLICATION</b> <input type="checkbox"/>	<b>INITIAL APPLICATION</b> <input type="checkbox"/>
(1) NAME Last First Middle	(2) SOCIAL SECURITY NUMBER	
(3) SEX RACE HEIGHT WEIGHT HAIR EYES	(4) DISTINGUISHING PHYSICAL CHARACTERISTICS (Scars, Marks, Tattoos, Amputations)	
(5) CURRENT RESIDENCE ADDRESS Number & Street City State Zip	(6) HOME TELEPHONE ( )	
(7) MOBILE TELEPHONE ( )	(8) DATE OF BIRTH	(9) AGE
(10) PLACE OF BIRTH (City, State, Country)		(11) ARE YOU A UNITED STATES CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO
(12) DRIVER'S LICENSE NUMBER	(13) DRIVER'S LIC. STATE	(14) DRIVER'S LIC. EXP. DATE
(15) NPS FEDERAL GOVT. EMPLOYEE STATUS (IF APPLICABLE) <input type="checkbox"/> PERM <input type="checkbox"/> TERM <input type="checkbox"/> SEASONAL		
(16) FATHER'S NAME Last First Middle	(17) MOTHER'S MAIDEN NAME Last First Middle	
(18) PREVIOUS RESIDENCE ADDRESS Number & Street City State Zip	(19) NICKNAMES &/OR ALIAS (Also Known As)	
(20) JOB DESCRIPTION	(21) EMAIL ADDRESS	
(22) NAME OF EMPLOYER ON <u>LIBERTY ISLAND</u> OR <u>ELLIS ISLAND</u>		
(23) IMMEDIATE SUPERVISOR'S NAME & TITLE	(24) IMMEDIATE SUPERVISOR'S TELEPHONE ( )	
(25) Do you currently possess an Alien Green Card?	Alien Card Number (If Applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO
(26) Have you ever been dismissed or terminated from any job?	If your answer is <u>YES</u> , please explain in detail on the reverse side of this form.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(27) Have you ever been <b>placed under arrest</b> or <b>charged</b> with any criminal offense?	If your answer is <u>YES</u> , please explain in detail on the reverse side of this form.	<input type="checkbox"/> YES <input type="checkbox"/> NO
(28) Have you ever served in the United States Military?	Branch of Service (If Applicable)	<input type="checkbox"/> YES <input type="checkbox"/> NO
(29) Are you dependent upon the use of narcotic(s) or other controlled dangerous substance(s)?	If your answer is <u>YES</u> , list within this box:	<input type="checkbox"/> YES <input type="checkbox"/> NO
(30) Are you presently, or have you ever been a member of any organization which advocates or approves of the commission of acts of force and violence, either to overthrow the Government of the United States, which seeks to deny others rights under the Constitution of the United States? If your answer is <u>YES</u> , please explain in detail on the reverse side of this form.	<input type="checkbox"/> YES <input type="checkbox"/> NO	I certify that all of the information I provided is true, correct, and complete in every particular. I understand that false or fraudulent information on or attached to this form may be grounds for being barred from Federal facilities and may be punishable by fine and/or imprisonment as cited in the United States Code, under Title 18 Section 1001. I understand that any information provided may be investigated and I grant authorization to the United States Park Police to access any criminal history information.  (32) _____ SIGNATURE OF APPLICANT DATE OF APPLICATION
(31) <b>REQUIRED - (2) FORMS OF IDENTIFICATION:</b>	<input type="checkbox"/> Federal/State-Issued Photo ID Card <input type="checkbox"/> State Driver's License <input type="checkbox"/> Valid Social Security Card <input type="checkbox"/> Passport	

## Cost of Living in New York City

New York City is home to three of the top ten areas in the USA with the highest cost of living, according to the Council for Community and Economic Research. Manhattan has the highest cost of living, followed by Brooklyn. Queens ranks number five. Four out of the ten cities with the lowest cost of living are in Texas, according to the index.

In Manhattan, the standard of living is more than twice the national average.

Though the labor market may be poised to grow this year, Americans will likely still struggle with low wage growth, potentially placing even more strain on those people living in New York, San Francisco, Washington, D.C. and other high cost cities.

In New York, the minimum wage is \$8.00, far below the \$11.86 an hour it takes to actually live in the city, according to the Living Wage Project. And it takes six figures (\$100,000 USD and up) to effectively belong in the city's middle class. A 2009 study from the Center for an Urban Future found that someone making \$60,000 and living in Manhattan is equivalent to someone making \$26,092, according to the New York Daily News.

The average cost of living is as follows (in USD plus tax):

Rent: \$1000 \$5000 per month plus utilities.

\* Work and Travel participants average from \$350 \$550 per person in shared housing. \*

Food: \$25 \$80 per day per person; \$100 a dinner for 2 for fine dining. Taxi: from JFK airport to Manhattan: \$52 plus tolls and tip Ferry: One round trip ticket is \$12 per person Subway: \$2.50 per ride and up Bus: \$2.25 per ride per person Transportation pass: \$100 per month, per person; unlimited use.

Disclaimer: By signing this form, I understand the cost of living in New York City and the surrounding boroughs will be very expensive.

Signature Date