



CHI WORK AND TRAVEL

255 West End Avenue
San Rafael, CA 94901 USA

1-800-432-4643 x2
1-415-459-5397 x2

chiwt@chinet.org

wt.chinet.org

Job Description

EMPLOYER INFORMATION

Employer Name: DoubleTree by Hilton, Billings

Type of Business: Hotel & Resort

Job location: 27 N 27TH ST

Location type: Small town community

City: BILLINGS

State: MT

Zip: 59101

Website:

Why choose us?

Located in downtown Billings, we have retail stores, restaurants, art museums, cultural museums and history all within walking distance. Yellowstone County is minutes from many regional and national landmarks to explore. We are 45 minutes from the ski town, Red Lodge and 1.5 hrs from the gates to Yellowstone National Park.

Cultural exchange activities

We allow our students time to visit local museums on their days off. The hotel has complimentary passes to local theaters and events that are open for all team members. Visits to the local mall or recreational activities are strongly encouraged throughout their time with us.

Position

Job title: Hotel Worker - early arrivals

Job prerequisites: Upper intermediate English to advanced English. Student is required to complete online paperwork in Workbright system within one week of being placed in the position. Student will receive a system automated email from employer with further instructions once placed in the position.

Job description: The hotel will email job assignments with job descriptions to each J-1 student 30 days prior to arrival for job placement. Your primary responsibility will be in housekeeping. Positions may include: Room Attendant, Laundry Attendant, Houseperson, Barista worker, Banquets, Restaurant, Room Service, or Dishwasher/Utility. We place students based on business needs. Wage varies from \$8.30+tips (for tipped positions: Starbucks, Restaurant, Room Service or Banquets) to \$10/hr for all other positions. Housekeeping includes: clean rooms and common areas, including bathrooms, toilets and showers, change linens, laundry, dust, vacuum and empty trash, etc. Be prepared to stand, bend, kneel and push a 50lb/23kg cart all day. Employer provides minimum of 32 hrs per week. Must be dependable, hard working, friendly and be a very trustworthy and honest individual. A smile needs to be displayed at all times! Please do not apply for this position if you cannot commit to the dates you've indicated on this job offer; your employer needs you for the full season.

English level required: Upper Intermediate

Hourly wage (before taxes): 8.30

Wage comments: Tipped positions are \$8.30 per hour. All others are \$10.00 per hour.

Meals: Yes

Meals details: One Meal provided for \$1.00 per shift per day worked

Position ID: 5592



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Tips: Certain positions perhaps

Bonus: No

Bonus comments:

Estimated hours per day: 4-8

Number of days per week: 4-6

Overtime: Slight

Overtime details: There might be some overtime, but it is not guaranteed.

Earliest start date: 5/1/2018

Latest start date: 5/31/2018

Earliest end date: 8/27/2018

Latest end date: 9/17/2018

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

Drug test comments:

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 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.

Additional comments regarding second job: It is possible; however, DoubleTree must be your priority - no conflicts!

When will work begin? Within a few days.

Arrival Instructions: You must inform your employer of your arrival dates/times 2 weeks prior to your arrival. Employer will pick you up at the Billings airport at door number 3. Use the courtesy phone in the baggage claim to call the hotel and let them know you are ready for pickup.

Is training required? Yes

Conditions of training: Training will be provided.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: Cost of pants and shoes

Is uniform refundable? No

Uniform provided details: Employer provides the shirt and name tag only. You must purchase pants and shoes prior to starting work.

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: Must purchase and bring black work pants, and solid black, closed-toe athletic shoes. Hair must be of a natural hue (red, blonde, black, brown or gray). Hair must be pulled back at



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Grooming: all times and clean. No visible tattoos. Ear piercing only & no more than two piercings per ear. Good hygiene must be maintained, including daily showering, use of deodorant and laundered clothes.

Important points of job: Housekeeping work is one of the hardest jobs. You must be in great physical condition and not have any allergies to cleaning chemicals or lotions. You will be trained in all areas of hospitality. Very physically demanding. Requires attention to detail, punctuality, and a great service attitude & team spirit.

Additional position information:

Housing Information

Housing name: DoubleTree Billings - Dude Rancher Lodge

Housing address: 415 N 29TH ST

City: Billings

Phone:

Fax:

Contact: Wendy

Email: sales@duderancherlodge.com

Website:

Housing assisted by: CHI

Is student required to sign a separate housing contract? No

If so, contract details:

Type of housing: Motel

Number of people to a room: 2-3

Bedrooms: 1

Bath: 1

Cost Type: Week

Cost Amount: \$525.00

Cost Details \$58-\$75/night (\$406-\$525/week)

Is housing cost deducted from paycheck? No

Is housing deposit required? No

Deposit amount:

Housing deposit due date:

Instructions for deposit payment:

Is housing deposit refundable? No

Conditions for deposit refund:

Utilities included: Yes

If so, utilities details: Electricity, water, garbage, TV

Utilities estimated cost per month: 0

Is the housing mandatory? No

Can students find alternative housing during their stay? Yes

Walking



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Job Description

Method of transportation from housing to work site:

Transportation details: Housing is 6 blocks from employer. Students can walk or ride a bike.

Additional housing features: Wendy is offering a deal to CHI students: \$388.50/week +tax. Students will receive the tax money back after a 30 day room rental. Please contact Wendy ahead of time to reserve your room if possible: sales@duderancherlodge.com. You will need to present your passport upon check-in. Payment is due weekly. All rooms have internet, TV, phone. Weekly housekeeping is included in the cost. Maximum of four persons per room. These prices are for the cost of the room flat. The total cost of the room would then be divided per person.

Comments: Students must have their housing arranged PRIOR to arrival in the USA. Please contact CHI and inform us of the housing you arranged at least 2 weeks prior to arrival.

Location Area Information

Location type: Small town community

Location of work site best described as: Recently renovated landmark hotel in downtown Billings, Montana.

Location details: Come see the land where General Custer fought the Sioux and Cheyenne, where Sitting Bull and Crazy Horse led their people through struggles and to victories, where William Clark left his signature as the Lewis & Clark Expedition passed through and where Calamity Jane raised a ruckus. Learn about the old Railroad history that Billings was built on and about its namesake: Frederick Billings. Billings is the largest city in Montana, with a "metropolitan" population (which includes all of Yellowstone County) of around 130,000 people. The city of Billings itself has a population of 110,323. Billings sits along the scenic Yellowstone River. While Billings is located in the prairie of Montana, the mountains aren't too terribly far away – the Absaroka-Beartooth Mountains are about 60 miles or so away. Additionally, smaller hills and mesas are found all along the Yellowstone River and other nearby areas to town. Billings, as it is located out in the middle of the prairie, has a semi-arid climate.

Average daily temperature: Summer: High 90F (32C); low 45F (7C)

Community or regional website: www.visitbillings.com

Nearest cities: Denver, CO population: 682,545

Distance to nearest cities: 450 miles (724K)

What to wear: Summer: Lightweight clothing and a jacket or sweat shirt for mornings and evenings.

Available public transportation: MET Transit

Public transportation access: Throughout the area.

Accessible amenities (by walking or public transportation)

Food market: Yes

Shopping mall: Yes

Post office: Yes

Movie theater: Yes

Restaurants: Yes

Fitness center: Yes

Laundry: Yes

Internet café: Yes

Public library: Yes



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Suggested Travel Information

- Nearest international airport:** Billings Logan International Airport
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- Transportation from airport to employer and / or housing:** Provided from airport, via hotel shuttle
- Nearest bus station (to the airport):** n/a
- Bus information (web site):** n/a
- Nearest train information (to the airport):** n/a
- Train information (web site):** n/a
- If participant arrives after hours suggested, overnight accomodation:** If you arrive late at night into Billings, your employer may be able to provide lodging for that night only.
- Cost per night:** \$0.00
- Transportation to overnight accomodation:** Provided from airport, via hotel shuttle
- Transportations cost:** \$0.00
- Travel Instructions:** We pick up at the Billings Airport at door number 3; use the courtesy phone in baggage claim to call hotel and let us know you are ready for pickup; email travel dates/times 2 weeks prior to arriving in Billings. Otherwise take a taxi to your pre-arranged housing you set up.

Social Security Information

- Does the company require students to have Social Security number before arriving to the work place?** No
- Does the company provide Social Security application assistance?** Yes
- If so, details:** Yes, we will assist with completing SS application and directions to the SS office.
- Where is the closest Social Security office?** Billings, MT
- How far is the Social Security office from the work place?** 0.4 mile (.64K)
- Specific instructions:** Validate in SEVIS within 3 days of arriving in America. Then wait approx. 10 days before heading to Social Security to apply for your card at: 2900 4th Avenue North, Billings, MT 59101; Phone: 1-866-895-1795; Hours: Mon & Tue 9am - 4pm, Wed 9am - 12pm, Thu & Fri 9am - 4pm; except Federal holidays. Remember to get a receipt - it is the only proof that you have applied!



CULTURAL HOMESTAY INTERNATIONAL

Welcome Letter

WORK & TRAVEL

Dear Student,

Hello and Welcome! We are so happy that you will be visiting our country. Work & Travel can be difficult, especially in the beginning, but we believe you will find your experience rewarding and unforgettable. CHI is here to help! Please read carefully through this Welcome Letter.

My name is Mary Wolfe. I am the Regional Manager for the Western Region for Cultural Homestay International (CHI). My team and I will be happy to answer any questions you might have and we will also be available throughout your stay to assist with any problems that may occur. Please remember to check your email daily for important communications.

You must stay in contact with your CHI representative.

Have the best summer of your life!

Warm Travel Wishes,

Mary Wolfe

Please read the CHI Student Handbook, which you should have received at orientation or from your student agency. You are responsible for following all rules in this handbook. The rules are in place for your health, safety, and welfare. Failure to follow the rules may result in a participant's negative program status.

Be Prepared

- Make photocopies of important documents and leave a copy with loved ones.
- Back up your digital photos, in case your phone is stolen or broken.
- Leave things you could not bear to lose at home.
- Bring your welcome letter, your important documents, two extra sets of clothes and your necessary medicine in your carry on luggage. Checked luggage is often lost. The airline will deliver your bag to your US housing or employer once found, but it could take 3 or 4 days.
- *If your luggage is lost, send it to your employers address to ensure delivery.

- You are required to bring \$1000 with you from your country. We recommend you bring \$1200. The first few weeks of Work & Travel you will need these funds to establish yourself in a new country. You will need to pay your housing deposit, pay a week or two of rent, buy a sim card, purchase pillows, sheets, and blankets, food, uniforms, a bicycle, or have transportation money. It takes a few weeks to start working, be trained, become integrated into the schedule and get your first paycheck. You will be nervous and out of money when your first paycheck arrives. Be prepared, you are moving to another country.
-

Be Safe

- Exercise adequate discretion, stay aware of your belongings, and avoid putting yourself into risky situations (such as unlit, deserted areas at night).
 - Open a bank account, on the first day you check into your US housing, to keep the recommended \$1200 you brought from your country safe and secure. You will need this money. Never keep large amounts of money in your student housing no matter how much you trust your roommates.
 - Once in the United States, never carry large amounts of money. You will have a debit card from the bank, if lost, this can always be cancelled. Do not give your PIN (personal identification number) to anyone. If you lose your cash, it can not be replaced.
 - Once in the United States, never carry your important documents or valuables to work. Keep your documents, including passport, safely hidden in your room. Never give your passport or documents to anyone (such as a landlord or employer) to keep. It is illegal for anyone to take your passport or documents from you for any reason.
 - Bring an ID from your country to carry with you that can easily be replaced (University ID, residency card, drivers license). Passports are difficult and expensive to replace, and losing your passport can ruin your travel period plans.
 - Establish a “do not lose it” discipline. Travelers are more likely to inadvertently lose their bags than to have them stolen. I have heard of students leaving passports under pillows, bags on the overhead rack on the bus, and documents in the taxi. Always take a look behind you before leaving any place or form of transport.
 - When you are out and about, never casually or carelessly set down any small valuable item, such as a phone or wallet. Either hold it in your hand or keep it tucked away. At cafés, do not place your phone on the tabletop or purse on the back of the chair where it will be easy to snatch — keep phones and valuables in your front pocket. Make it a habit to be careful with your things; it will become second nature.
 - Stay vigilant in crowds and steer clear of disturbances near you.
 - Participants should use common sense, stay with a partner or friend, especially at night. It is recommended participants let a friend know where they are.
 - Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.
-

Communicate Your Arrival Information

- Check your email frequently for important information.
- 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 hotel or hostel to stay overnight.
- Do not arrive late at night! You may not be able to get into your housing after 20:00.
- You must contact your CHI representative, to let them know when you will be arriving.
- You must log into www.sevis.org to enter your flight information, as soon as you book your ticket.

Student and Exchange Visitor Information System | WWW.SEVIS.ORG

To access www.sevis.org, you need your family name as it appears on your DS-2019 form and your 11 digit DS number, starting with letter N

- You must log into www.sevis.org to enter your flight information, as soon as you book your ticket.
- You are required to access www.sevis.org within three days of arrival into the United States.
- You are required to access www.sevis.org, every month following your initial check in, for the duration of your program to complete a monthly report.
- Failure to complete SEVIS check-ins, may result in a participant's negative program status.

Arriving at a United States Airport

The following documents you **MUST** have in your possession and present to the U.S. immigration officials upon arrival in the U.S.:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- Job Offer
- Sponsor Letter

Arrival Tips:

- The immigration officer will review all documents, validate, and place a stamp on your DS-2019 form and your passport. The officer will then return all validated documents to you, including the DS-2019 form.
- Use your “do not lose it” discipline, remember to collect all documents from the immigration officer. This is a place students often misplace documents. Students are nervous, excited and fail to check they have received everything back before leaving the area.
- Wait to check-in on social media or take a selfie until you check you have all your documents.
- You should have no problem entering the U.S. as long as you have all the proper documentation, cooperate and communicate respectfully with the U.S. immigration officers at the airport.

Traveling to your Final Destination

- Before you leave your home country map out your trip. www.rome2rio.com is a great website for this research. Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.
 - When estimating your arrival time please add extra time for waiting for baggage, eating, or missing a bus or train connection.
 - Be sure to have a small amount of American currency for regional travel before leaving the airport. Do NOT accept rides from strangers at the airport!
 - Plan accordingly, if arriving late at night, please stay in a hotel or hostel and travel in the morning. (You will not be able to get into your housing if arriving late at night.)
-

Arriving at your Final Destination | What do I need to do now?

- It is very important that you log into the SEVIS system within three days of your arrival. Log into www.sevis.org or if you have no access to the web, call CHI for assistance at 1-800-432-4643. There are SERIOUS consequences if you do not validate your visa, beginning with a cancellation of your visa, so do it as soon as possible!
 - Go to your employer, let them know you have arrived safely. They will provide you with your orientation/start date.
 - 24 hours after entering the United States you will be required to retrieve a document on the internet called an I-94.
 - Wait 5 business days after checking into SEVIS and report to the Social Security office to apply for a Social Security number.
-

I - 94

The I-94 Form is the Arrival / Departure Record that is issued by the immigration officer at the airport to all foreign visitors entering the United States. All I-94 records are created electronically and accessible online 24 hours after arrival.

Retrieval Tips:

- Wait 24 hours following your arrival in the US before you attempt to retrieve your I-94 number.
 - Ensure that the computer you are using is connected to a printer (local library).
 - Go to the <https://i94.cbp.dhs.gov>
 - Enter the required information in all CAPITAL letters. Please make sure you enter your name exactly as it appears in your passport
 - Click Submit
 - You must print this document, it is a required document at Social Security
-

Applying for a Social Security Number

You must register with the local Social Security Office to get your card and number. **YOU MUST WAIT TO RECEIVE YOUR S STATUS**, before you apply for a Social Security card! This in most cases, takes 5 business days from the day you first checked into SEVIS.

Required Documents:

- Valid passport
- DS-2019 Form, the original copy signed with blue ink. Do not accidentally give your loved ones the original copy for safekeeping.
- I-901 SEVIS fee receipt
- J-1 Visa
- I - 94 Form, printed from the internet at your local community library or employer.

Second Jobs

- CHI does not provide second jobs.
- Second jobs are possible. However, your responsibility is to your primary employer. It is the primary employers participation in the Work & Travel program that has afforded you the opportunity to come to the United States.
- A second job may not conflict with your primary CHI position in anyway.
- If you are considering looking for a second job, please be reminded the employer must be approved by CHI for your safety.
- Failure to have any second job approved may result in a participant's negative program status.
- Your CHI representative will send you exact instructions in a letter prior to your arrival. Check your email daily, it is very important.

Health Insurance

It is required that all participants of Work & Travel obtain health insurance.

- Your health insurance provider will email your instructions to obtain your insurance card.
- Do not leave your home country without accessing the health insurance website and printing your card.
- In the United States, doctors and hospitals are in different buildings. Doctors generally have offices away from the hospital or work at an urgent care facility or clinic.
- For a basic illness, you will go to a doctors office, urgent care facility or clinic, pay \$100 and your insurance will cover any costs incurred after \$100.
- For a serious emergency, you will go to the hospital or emergency center, pay \$350 and your insurance will cover any costs incurred after \$350.
- There is limited coverage for dental emergencies. Please visit your primary care doctor and dentist in your home country before traveling to the United States.
- Please contact your CHI representative to report any illness or emergency you may have, so they can provide assistance.

Know the Law

- In the United States, you must be at least 21 years of age to purchase, possess or consume alcoholic beverages. Underage drinking is illegal and can have severe consequences for young people who drink and for adults who provide alcoholic beverages to those under 21.
-