



Center for Cultural Interchange

Work and Travel Program - Employer Information W_T-Summer - 2011

Beechmont Country Club, Cleveland, OH
February 7, 2011

Employer Information

Company Name: Beechmont Country Club

Website: <http://beechmontcc.com/home2.htm>

of Employees: 100

Phone Number: 216-831-9100

Industry Name: Resort/Country
Club/Casino/Ranch

Fax Number: 216-831-6430

Primary Address: 29300 Chagrin Blvd
Cleveland, OH 44122

Email Address: senthilpbcc@hotmail.com

Status: Employer Review

Contact Name: Senthil Elangovan

Contact Title:

Alternate Contact:

Alternate Title:

Alternate Phone:

Hiring Manager Email:

**Participant Supervisor
Email:**

Available Jobs: Descriptions and Wages

Will you accept participants with all start and end dates?		Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
Earliest Start Date:	Latest Start Date:	Earliest End Date:	Latest End Date:
5/9/2011	5/16/2011	8/28/2011	9/5/2011
Hours: Average hours/week: 40		Number of days/week: 6	
Pay Range: High: \$8.00/per hour		Low: \$7.50/per hour	
Overtime: Overtime available: Sometimes		Overtime hourly rate:	
Meals: Are Meals Provided?: N/A		Explain:	
English: Level requirement: Excellent			

In what month(s) can participants expect to receive the most hours?

In what month(s) can participants expect to receive the least hours?

Please Explain: Students are needed from early/mid May until end of August/early September. If students leave earlier than expected, then they will not be receiving a paycheck for the last pay period (because employer has already paid for students' housing in advance).

How often do you pay employees?	Twice a month	
Is job training required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how long is it?		
Are participants paid for training?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to hire couples?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you willing to hire groups of friends?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how many are allowed in the group?		
Can participants work a second job?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do participants complete an additional application form upon arrival?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Position Title: Dining Room Staff

Job Description: Students will be working inside the exclusive country club's restaurants (there are 3 restaurants). Job description includes: Helping with kitchen preparations, serving meals in the dining room. Students will be cross trained in other areas as well. There is customer interaction involved, so students must be able to understand and speak English (level: Excellent). Great personality is a must.

Between 5-6 students are needed.

No Students being hired: 5

Gender Preference: Female

Wage: 7.50-8.00/per hour

Age requirement: None

Dress Code: Uniform

Details: Shirt, tie, apron are provided.
Please bring your own black pants.

Requirements:

<i>Non-smoker:</i>	<input type="checkbox"/>
<i>Ski:</i>	<input type="checkbox"/>
<i>Swimmer:</i>	<input type="checkbox"/>

<i>Lifeguard Certified:</i>	<input type="checkbox"/>
<i>CPR Certified:</i>	<input type="checkbox"/>



Beechmont Country Club, Cleveland, OH
February 7, 2011

Position Title: Grounds Keeper

Job Description: Students will be working in the grounds of the country club/golf area. Job responsibilities include: Cutting grass starting at 6:00 AM and some landscaping work. Students will be working outside, so they need to be ok with working under the sun (= hot weather) for hours and must have good physical condition to withstand manual labor.

In addition, students will also be cross trained to work inside the country club's restaurants (there are 3 restaurants). Job description includes: Bussing tables, carrying dishes into the dining room for parties and other events, washing dishes. There is customer interaction involved, so students must be able to understand and speak English (level: Great). Students must have a great personality.

Between 5-6 students are needed.

No Students being hired: 5

Gender Preference: Male

Wage: 7.50-8.00/per hour

Age requirement: None

Dress Code: Casual

Details: For the grounds keeper work, the dress code is casual. Students need to bring their own khaki/cargo pants, no jeans, comfortable shoes that can get dirty, a jacket to be working outside (just in case the weather gets to be unpredictable).

For the dining room work, students will be given uniform: Shirt, tie, apron. Students need to bring their own black pants.

Requirements:

Non-smoker:

Lifeguard Certified:

Ski:

CPR Certified:

Swimmer:

Job Benefits (bonuses, incentives):

Overtime may be available, but students need to earn it. They have to show that they are capable of handling the job duties before being offered overtime hours.

Is there a Social Security Admin office near you: Yes

Are you willing to take student to the SSA office?: N/A

SSA office details:

SOCIAL SECURITY
STE 211
3355 RICHMOND ROAD
BEACHWOOD, OH 44122

Participant Requirements

What are the 3 most important qualities you look for in an employee:

Hard working, great personality, dependable

Please list any special instructions or hiring restrictions by your company (if any):

Students MUST read the PA thoroughly and accept the details prior to being hired.

Are you interested in being a Greenheart Employer?

Yes

No

Housing Options

You DO guarantee housing

Is the participant required to sign a separate housing contract? Yes No

Is housing guaranteed for the students? Yes

What type of housing is available? Dormitory Shared Apartments Other

Brief description of housing: Employer will make an arrangement for housing, which is a walkable distance from the country club. Typically, it will be 2 apartments for 10 students (5 students per apartment). Employer pays for full rent in advance and cost will be deducted from the students' paycheck.

Address: City, State, Zip: ,

Please check amenities/services provided with the housing, if applicable include additional costs:

Linens Telephone Furniture Cooking Kitchenware Microwave
 Bed Computer Internet WiFi Private Bathroom AC / Heat

Rent of this housing (per participant)? per day

Are housing costs automatically deducted from participants' paychecks? Yes No

Are utilities included? Yes No Approx. cost of utilities (per participant)?

Are students required to stay in this housing while employed by your place of business? N/A

Is there a penalty if students do NOT stay in the housing you provide? N/A

Description:

Is a housing deposit required upon arrival? Yes (upon arrival) Students need to bring money for housing deposit, which is non-refundable (to cover for damages). Exact rent is TBD. Arrangement is as follows: If the monthly rent is \$1,500, then it will be divided by 5 students, so each student needs to bring \$300 as a housing deposit.

How will the deposit be refunded to the participant (final paycheck, etc.)? Non-refundable

Transportation To and From Work

How far is this housing from the job site? less than .5 miles

How will the student get to and from work? Walking

What is the approximate ONE WAY travel time to work? 5 minutes

What is the approximate monthly cost of transportation to and from work? 0

(Costs should not exceed 30% of the expected monthly wage.)

Participant Travel to Business

Participant should contact you: Upon boarding: Upon arrival:

Employer's Emergency phone number: 216-408-8044
Sen's cell phone

a PLANE

(Participants should book tickets directly through an airline or travel agent.)

Arrival to (city, airport): Cleveland

Preferred Arrival Time: Afternoon

Will participant be picked up from the airport? Yes No **a**

If so, by who? N/A

How far from the airport is your place of business? 22 miles

Special instructions/comments regarding participant's arrival:

Students should take a taxi to get to the country club. Preferred arrival time is when the country club is open: 10 AM - 8:00 PM. Employer prefers to have students show up all within one week for training purposes.

Community Profile

This information will help students to know what to expect upon their arrival and help them prepare for their Work and Travel experience.

How would you describe your area? Suburb

Please provide a brief description of your community:

This private country club (exclusive -members are by invitation only) is located about 20 miles from downtown Cleveland and has a fitness center, pool, tennis facilities, in addition to golf course.

Cleveland is a culturally diverse city on the shores of Lake Erie, one of the Great Lakes, in the state of Ohio, USA. Recreational, cultural and educational opportunities are abundant throughout Northeast Ohio. You'll find world-class museums and cultural events, exciting professional sports and amusement parks, and the most golf courses per capita in the United States.

Is there anything special that students should bring?

What are the seasonal temperatures?

Spring: 37 F- 57 F

Summer: 58 F- 78 F

Fall: 40 F- 60 F

Winter: 20 F- 40 F

What is near work?

Beechmont Country Club, Cleveland, OH
February 7, 2011

Transportation Depot:		On foot	a	In town / by public transport		Requires a car	N/A
Food/Super Market:	a	On foot		In town / by public transport		Requires a car	N/A
Shopping Mall:	a	On foot		In town / by public transport		Requires a car	N/A
Post Office:	a	On foot	a	In town / by public transport		Requires a car	N/A
Bank:	a	On foot		In town / by public transport		Requires a car	N/A
Public Library:		On foot	a	In town / by public transport		Requires a car	N/A
Movie Theater:		On foot	a	In town / by public transport		Requires a car	N/A
Restaurants:	a	On foot		In town / by public transport		Requires a car	N/A
Fitness Center/Gym:	a	On foot		In town / by public transport		Requires a car	N/A
Sports/Recreation Facility:		On foot	a	In town / by public transport		Requires a car	N/A
Nightlife:		On foot	a	In town / by public transport	a	Requires a car	N/A
Laundromat:	a	On foot		In town / by public transport		Requires a car	N/A
Internet Access:	a	On foot		In town / by public transport		Requires a car	N/A

Indicate other nearby activities:

The Cleveland Museum of Art is free to the general public and houses a diverse permanent collection of more than 43,000 works of art from around the world. The Cleveland Museum of Natural History, located just east of downtown, offer student discounts with valid student IDs. The Rock and Roll Hall of Fame & Museum, located on the shore of Lake Erie in downtown Cleveland, hosts events, performances, and discussions throughout the year.

Is there wireless internet available?

Wireless internet is widely available throughout the area in local restaurants, libraries, and coffee shops.

List of interesting area websites:

<http://www.positivelycleveland.com/>
<http://wikitravel.org/en/Cleveland>
<http://www.cleveland.com/>
http://en.wikipedia.org/wiki/Cleveland,_Ohio#Tourism

Additional Comments:

Please feel free to attach any other additional information.



J-1 Work and Travel Program Employer Placement Agreement

Pursuant to this agreement, Beechmont Country Club agrees to participate in Center for Cultural Interchange (CCI)'s J-1 Work and Travel Program (WT) and employ CCI's WT participants. For purposes of this agreement, 'WT participant' refers to the foreign participant entering the U.S. temporarily, under CCI's J-1 Summer Work and Travel visa sponsorship. By signing this agreement, and as an authorized representative of Beechmont Country Club, I agree to the following terms and conditions:

GENERAL:

1. In my capacity as an authorized representative of Beechmont Country Club, I am authorized by Beechmont Country Club to extend job offers (including salary, wages, hours and job descriptions) to international participants, including CCI's WT participants.
2. I understand that WT participants are authorized to work only during their pre-determined dates of employment as listed on Form DS-2019.
3. I understand that, upon my verbal or written consent to CCI to hire the above-listed WT participants, I am committed to offering the job outlined herein.
4. I agree that, if Beechmont Country Club will provide housing, the housing is habitable, sanitary, with working plumbing and electricity, offers each participant their own bed, safe, comfortable, and compliant with local, state, and federal housing regulations.
5. I agree that my company will appoint a personal supervisor to whom the WT participant will report directly.
6. I authorize CENTER FOR CULTURAL INTERCHANGE, its representatives, and its affiliates the irrevocable use of any photographs/video taken while I am hosting participants on a CENTER FOR CULTURAL INTERCHANGE program, for promotion or publicity. I understand that I will not receive compensation for the use of my photograph(s)/video(s). I agree that CENTER FOR CULTURAL INTERCHANGE may use such photographs/videos of me with or without my name and for any lawful purpose, including, but not limited to such purposes as brochures, advertising, and website content.
7. If Beechmont Country Club is a branch of a company with multiple locations, than I agree to introduce CCI Work and Travel staff to the key Hiring Manager from my company's main office, approximately one year after active cooperation. CCI will contact me at that time to arrange for this.

WAGES & TAXES:

1. Beechmont Country Club agrees to provide WT participants the hourly pay or a salary in the amount indicated in the Placement Agreement. Beechmont Country Club agrees to pay WT participants on its regular payroll.
2. Beechmont Country Club acknowledges that under the applicable local, state and federal regulations, Beechmont Country Club is required to provide final payment within fourteen (14) calendar days of the WT participants last date of their job placement period. Beechmont Country Club further understands that it may incur penalties and owe interest for late payments to WT participants. As such, Beechmont Country Club agrees to pay WT participants any and all compensation that is earned and owed, within fourteen (14) calendar days of the WT participants last date on their job placement period.
3. Beechmont Country Club certifies that the compensation that Beechmont Country Club pays to WT participants is commensurate to that paid to their American counterparts and is compliant with the minimum wage and hour laws, the Fair Labor Standards Act, and all other applicable statutes and regulations relating to WT participants employment terms and conditions. Beechmont Country Club agrees to provide WT participants the applicable break and meal periods provided by federal, local and state regulations. Beechmont Country Club agrees to abide by the Department of Labor law regarding overtime pay to my employees, including WT participants. I certify that Beechmont Country Club has Worker's Compensation coverage, if required by the state where the participants are working.
4. Beechmont Country Club acknowledges that J-1 visa holders should be paying only Federal and State taxes, and NOT unemployment or FICA (which includes Medicare and Social Security) taxes. If these taxes have been mistakenly withheld from the WT participant's paycheck, Beechmont Country Club will reimburse WT participants directly.

SOCIAL SECURITY NUMBER:

1. I agree that Beechmont Country Club will place WT participants who are authorized to work in the U.S., on its payroll while they await issuance of their Social Security number. I understand it is legal to assign a dummy number for purposes of allowing the WT participant to start work after proof of Social Security application submission is received. I understand it may take up to 8 weeks for applicants to receive a Social Security number.
2. I understand that I should ask the WT participant for a copy of the Social Security Application Receipt and enter a (temporary) dummy number on the W-2 form. [If the WT participant does not have a receipt, please be sure to request the following information from them: their full name, address, date of birth, place of birth, father's full name, mother's full maiden name, gender and the date they applied for a Social Security number.]

Center for Cultural Interchange

**Beechmont Country Club, Cleveland, OH
February 7, 2011**

3. Once WT participants receive their Social Security card, I understand that I can complete a W-2C form with their correct Social Security number.

AGREEMENT REGARDING CHANGES AND CANCELLATION OF ASSIGNMENT:

1. Beechmont Country Club agrees to immediately submit any changes to this agreement to CCI for approval by CCI. Any unauthorized changes to this agreement are considered a breach of contract. Any changes may result in participants receiving permission to leave their job.
2. Beechmont Country Club will not transfer, reassign, relocate, etc. WT participants without first obtaining CCI approval. WT participants are expected to work at the location specified in the agreement for the duration of their respective program.
3. In the event of placement cancellation at any point after a student accepts the job offer, Beechmont Country Club agrees to the following:
 - a. Regardless of whether or not student has entered the U.S., Beechmont Country Club agrees to the following:
 - i. To notify CCI immediately of any job cancellation. CCI is the responsible party which will notify the WT participant.
 - ii. To attempt to find a replacement job comparable to the cancelled job within the same state.
 - iii. To arrange and pay for the WT participant's transportation costs to the new job site.
 - b. If WT participant has entered the U.S., Beechmont Country Club will provide temporary housing to the participant(s) at no cost to the participant, until participant is placed in a new job.
 - c. Alternatively, should CCI find a new job for the cancelled WT participant, Beechmont Country Club agrees to pay for the WT participant's transportation costs to the new job site.
4. All parties agree that any material breach of this agreement shall entitle the prevailing party to recover litigation fees incurred in prosecuting such a claim. All parties further agree that any such litigation may be brought by the WT participants, CCI or Beechmont Country Club, in the City of Chicago, to the extent permissible (Illinois law) to govern any such dispute.

By signing below, I do hereby acknowledge and agree to the above terms and conditions for CCI's Work and Travel Program.

Authorized EMPLOYER Representative's Signature:

Authorized EMPLOYER Representative's Title:

Name of EMPLOYER Company:

Date: