



**EMPLOYER INFORMATION**

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| <b>Company Name</b>   | Clarion Hotel                                    |
| <b>Job Location</b>   | Jamestown, New York                              |
| <b>Job Address</b>    | 150 West 4 <sup>th</sup> St. Jamestown, NY 14701 |
| <b>Job Supervisor</b> | Mr. Milind K. Oza                                |
| <b>Website</b>        | www.clarionhotel.com                             |

**POSITION OPPORTUNITY INFORMATION**

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| <b>Available Positions</b>   | Housekeeping/Laundry  |
| <b>Start Date</b>            | June 1 <sup>st</sup> -5 <sup>th</sup> , 2012  |
| <b>End Date</b>              | September 5 <sup>th</sup> , 2012<br><i>You are required to work until the last date listed on your DS Form.</i>   |
| <b>Detailed Description</b>  | Clarion Hotel is a full service hotel located in Jamestown, New York. The hotel includes a pool, banquet facilities, and a restaurant. Employees will be responsible for cleaning guests rooms by changing sheets, vacuuming, dusting, sanitizing bathrooms, and replacing all amenities as required by the Clarion Hotel. Laundry attendants will be responsible for doing laundry and folding sheets, towels, and other laundered items. You will be performing both housekeeping and laundry duties! |
| <b>English Requirement</b>   | Conversational English is required for this job. If you arrive to your employer and you do not have conversational English, you will not be offered this position.  |
| <b>Required Job Training</b> | In order to work for the Clarion Hotel you will need to complete training.  |
| <b>Salary</b>                | \$7.50 per hour   |
| <b>Approximate Hours</b>     | 40 hours per week.  |
| <b>Expected Schedule</b>     | All employees will be given a schedule upon arrival to the employer.  |
| <b>Dress Code</b>            | Uniforms are provided at no charge to employees. Please bring black, closed toe shoes, ironed shirts and pants to wear while working.   |
| <b>Housing</b>               | You will be living on site at the hotel. Rent will be approximately \$50.00 per person/per week. There will be two students placed in each room. You are required to live in this housing while employed at Clarion Hotel.  |

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| <b>Location of job and housing</b> | Your housing and work will be set in Jamestown, NY.   |
| <b>Paycheck Info.</b>              | You will receive a paycheck every Friday.   |
| <b>Final Paycheck</b>              | Your final paycheck and W2 forms will be mailed to you in your home country. It is the student's responsibility to give your employer your home address in your home country. |
| <b>Weather</b>                     | Temperatures range between below 70 degrees and 90 degrees during the summer months in Jamestown, New York.   |

#### TRAVEL INFORMATION

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| <b>Airport Information</b>         | <b>Buffalo Niagara International Airport (BNIA)</b><br>4200 Genesee Street<br>Cheektowaga, New York 14225  |
| <b>Transportation from Airport</b> | You will find it easiest to fly to Buffalo International Airport in Buffalo, New York. Once you arrive in Buffalo, New York you will need to call Mr. Orza to report your arrival.<br><b>Detailed travel instructions will be given to you prior to your departure from your home country.</b>   |
| <b>Nearest Bus Station</b>         | <b>Jamestown, NY 14701</b><br>US News<br>111 W. Third St.<br>800-776-7548  |
| <b>Bus Schedule Info.</b>          | <a href="http://www.trailwaysny.com">www.trailwaysny.com</a>   |
| <b>Train Schedule Info.</b>        | <a href="http://www.amtrak.com">www.amtrak.com</a>   |
| <b>Directions Upon Arrival</b>     | When you arrive in the United States you are to call Mr. Oza.<br><b>Detailed arrival instructions will be sent to you prior to your departure from your home country.</b>  |
| <b>Program Check In</b>            | Within three (3) days of your arrival in the United States you must check in with your sponsor.<br>Here are two (2) ways that you can successfully check in for your program.<br>1) <b>PREFERRED METHOD:</b> Log on to <a href="http://www.myuwt.com">www.myuwt.com</a> and access your Student Account. You will need your previously established user name and password to log in. Click the "check In" tab located at the top of the home screen (after you successfully log in). Complete all fields on the check in screen and then click submit to finalize your program check in.<br>2) Call United Work and Travel at 1-866-IGO2USA or (410) 581-7788, <b>Monday through Friday from 8:00am - 5:00pm</b><br><br><b>Telephone check ins are not accepted on voicemail. You must speak to a UWT team member!</b> |

#### SOCIAL SECURITY

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| <b>Nearest Social Security Office</b> | <b>Address:</b><br>321 HAZELTINE AVE |
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|   | JAMESTOWN, NY 14701<br><b>Phone Number:</b> 1-877-319-3079<br><b>Hours of Operation:</b> Monday-Friday 9:00 am - 4:00 pm  |
| <b>How and when to apply for a social security card</b> | Your employer will arrange for you to go to the social security office within 15 days of your arrival. You will be able to work before you apply for your social security card. |
| <b>Social Security Info.</b>                            | <a href="http://www.ssa.gov">www.ssa.gov</a>  |

#### ADDITIONAL INFORMATION

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| <b>Additional Info.</b>          | <p>The Clarion Hotel and Conference Center Downtown is located in the heart of downtown Jamestown, within walking distance to the Lucille Ball-Desi Arnaz Center, which houses the Desilu Playhouse that features re-creations of Lucy and Ricky Ricardo's New York City apartment. <b>Jamestown Savings Bank Ice Arena</b>, the Robert H. Jackson Center and the Fenton History Center museum are also in walking distance. <b>Jamestown Community College</b> is one mile, Chautauqua County Airport is six miles and SUNY Fredonia is 30 miles from this Jamestown, NY hotel. Several other popular attractions near this downtown hotel include:</p> <ul style="list-style-type: none"> <li>• <b>Seneca Allegany Casino</b></li> <li>• <b>Chautauqua Lake</b></li> <li>• <b>Chautauqua Institution</b>, a world-renowned cultural center for the arts, education and religion</li> <li>• <b>Midway State Park</b></li> <li>• <b>Peek'n Peak and Holiday Valley</b> ski areas</li> </ul> <p>There are several other entertainment venues, and retail and shopping centers within walking distance from the hotel.</p> |
| <b>About Jamestown, New York</b> | Once known as "The Furniture Capital of the World," industry has long since deserted Jamestown, a sleepy town on the tip of beautiful Chautauqua Lake, a popular fishing and sailing destination. The town is the home of the Lucy-Desi Museum and Desilu Playhouse, both built in honor of the town's most famous daughter. Jamestown also contains The Audubon Center, which features a 600 acre nature sanctuary with five miles of observation and hiking paths and is the home of Liberty, a local bald eagle.  |

*\*Please note that the above job/housing details and descriptions may change or vary from what is written above.*

*Created on 11/10/11*

