



EMPLOYER INFORMATION

Company Name	Mill Inn
Job Location	Sheridan, Wyoming
Job Address	2161 Coffeen Avenue, Sheridan, WY 82801
Job Supervisor	Ms. Katina Snow
Website	www.sheridanmillinn.com

POSITION OPPORTUNITY INFORMATION

Available Positions	Housekeeping
Start Date	May 5 th -13 th , 2012
End Date	August 31 st -September 10 th , 2012 <i>You are required to work until the last date listed on your DS Form.</i>
Detailed Description	Mill Inn is a 44 room motel located in Sheridan, Wyoming. Employees will be expected to clean motel rooms. You will be expected to vacuum, dust, sweep, change and wash linens, sanitize bathrooms, take out garbage, replace used items in room, and perform other housekeeping duties when needed.
English Requirement	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.
Required Job Training	You will be required to complete on the job training upon arrival to the USA.
Salary	\$8.00 per hour
Approximate Hours	35-40 hours per week.
Expected Schedule	All employees will be given a schedule upon arrival to your employer.
Dress Code	Uniforms are not required for this job; however, you must wear appropriate clothing for cleaning rooms. No revealing clothes are permitted!
Housing	
Location of job and housing	You will be responsible for your own transportation to and from work.
Paycheck Information	Paychecks will be issued to you every other Wednesday at the motel.

Final Paycheck	Your final paycheck and W-2 forms will be mailed to you in our home country.
Weather	Average daytime temperatures range between 55 and 75 degrees Fahrenheit during the summer months.

TRAVEL INFORMATION

Nearest Airport	Denver International Airport (DEN) 7698 Pena Blvd Denver, CO 80249
Transportation from Airport	You will find it easiest to fly to Denver International Airport in Denver, Colorado. Once you arrive to the airport, the easiest and most direct way to get to Sheridan, Wyoming is to take a Greyhound bus. The ticket will cost approximately \$100.00 and take 9 hours. The bus departs once daily in the evening. When you arrive in Sheridan, Wyoming you will need to take a taxi to Mill Inn where you will spend the first night. Please enter your travel plans at least two (2) weeks in advance to www.myuwt.com
Nearest Bus Station	Denver Bus Center 1055 19th St Denver, CO 80202 Greyhound Bus Terminal RED EAGLE FOOD STORE 2490 N MAIN ST Sheridan, WY 82801 Tickets are not sold at this location in Sheridan, WY. You may get tickets by mail for trips departing from Sheridan if you buy at least 10 mailing days in advance
For more info.	www.greyhound.com
Directions Upon Arrival	When you arrive in Sheridan, Wyoming you will need to call Mill Inn. Once you have called you will take a taxi to Mill Inn where you will stay the night. You will receive detailed arrival instructions prior to your arrival in the United States.
Program Check In	Within three (3) days of your arrival in the United States you must check in with your sponsor. Here are two (2) ways that you can successfully check in for your program. 1) PREFERRED METHOD: Log on to www.myuwt.com 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. 2) Call United Work and Travel at 1-866-IGO2USA or (410)

	581-7788, Monday through Friday from 8:00am - 5:00pm Telephone check ins are not accepted on voicemail. You must speak to a UWT team member!
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SOCIAL SECURITY

Nearest Social Security Office	SOCIAL SECURITY SUITE A 909 LONG DRIVE SHERIDAN, WY 82801 Toll-Free 1-800-772-1213 TTY (850) 763-2557 Monday-Friday 9:00am-3:30pm
How and when to apply for a social security card	Your employer will arrange for you to go to the social security office within 15 days of your arrival to the USA. You will be able to work before you apply for your social security card.
Social Security Information	www.ssa.gov

ADDITIONAL INFORMATION

Additional Information	THE MILL INN was established in the early 1890s as a single elevator, steam powered, and wooden milling structure. Later it would be moved and enlarged at its present location due to the large demand for its products. Due to changes in freight rates for grain and flour, the mill could no longer compete with other milling locations. The actual mill building was remodeled into a 45-unit motel and the tower was converted into office spaces. Today, the Mill Inn is listed on the National Register of Historic Places and operates as a hotel.
About Sheridan, Wyoming	SHERIDAN, voted the #1 Western Town in America by TrueWest Magazine, embraces its Old West heritage and was home to the Plains Indians, and for a time, Buffalo Bill Cody. Today Sheridan thrives with its vibrant downtown, minerals production and ranching. Numerous parks and a well-established walking path system, several battle and fight sites and museums represent Sheridan's past. Sheridan, located at the foot of the Big Horn Mountains offers you, the traveler, authentic western experiences and attractions.

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

