



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: IMCMV Holdings, Inc.

DBA: Jimmy Buffett's Margaritaville and LandShark Bar & Grill

Type of Business: Restaurant

Job location: 1133 BOARDWALK

Location type: Beach town

City: ATLANTIC CITY

State: NJ

Zip: 08401

Website: www.margaritavilleatlanticcity.com

Why choose us?

Great restaurant positions. Excellent location on the Jersey Shore beach of Atlantic City in a city of casinos and active nightlife. 2.5 hours from NYC and 1 hour from Philadelphia. You may be placed at one of two locations Jimmy Buffett's Margaritaville or LandShark Bar & Grill. If you're looking to make work fun, then you have found the right job! If you enjoy smiling, are very outgoing and a friendly person then Jimmy Buffett's Margaritaville (MV) or LandShark Bar & Grill (LS) wants you on their team!

Cultural exchange activities

You will have constant customer interaction, as well as a chance to meet local residents and vacationing tourists (tourists primarily visit during the spring and summer) from all over the US and abroad. Atlantic City is must-stop location for top-name concerts, championship boxing matches, celebrity sightings, fun family atmosphere and more.

Escape to Jimmy Buffett's Margaritaville (MV) or LandShark Bar & Grill (LS) Atlantic City, located inside the Resorts Hotel Casino. The restaurant features a stage for nightly live entertainment, a tiki bar and Buffett-inspired accent pieces throughout including a giant blender at the restaurant's entrance. A seasonal exterior deck on the Boardwalk will allow guests to enjoy alfresco dining or a drink topped off with a gentle ocean breeze.

Atlantic City with its close proximity to Washington D.C. Philadelphia and New York offers many options. Visit museums, as well as various memorials set throughout the city in the forms of gardens, statues and museums. Lucy the Elephant, Absecon Lighthouse, America's first Boardwalk.

Position

Job title: OJL - Food Runner- Jimmy Buffett's Margaritaville - 2ND YEAR PARTICIPANTS PREFERRED

- Job prerequisites:**
1. Advanced English
 2. Must be outgoing, friendly
 3. Students must be willing to clean and remove rubbish
 4. Students must be comfortable in an urban/city environment
 5. Must arrange own housing

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Job Description

Delivering food orders from the kitchen to customers' tables rapidly and accurately. Acting as the point of contact between Front of the House and Back of the House staff. Communicating food orders to chefs, paying attention to priorities (e.g. food allergies). Maintain front façade of the building, toilets, floors, and surrounding work areas by keeping the area swept, mopped, and free from spills, trash, debris. Removes waste, garbage, and recyclable materials from tables and work stations. Removes dishes, glasses, cutlery, and resets tables. Scrapes and stacks plateware in the dishwashing area. Greets guests with a smile, in a friendly manner. Assists servers and management to achieve a successful shift. Stocks replenish, retrieves, supplies. Ability to handle multiple tasks in a fast-paced environment with minimal supervision.

English level required: Advanced

Hourly wage (before taxes): 5.00

Wage comments: Runner \$5.00

Position ID: 14310

Position Information

Tips: Server, Busser, Bar Back Only

Bonus: No

Bonus comments:

Estimated hours per day: 24 Hours Per Week Minimum

Number of days per week: Varies

Overtime: No

Overtime details: MV / LS will not provide overtime hours.

Earliest start date: 5/21/2021

Latest start date: 6/15/2021

Earliest end date: 9/7/2021

Latest end date: 10/4/2021

Is the employer willing to hire couples? Yes

Is the employer willing to hire group of friends? Yes

Meals? Yes

Meals details: 40% Discount on all Food and Retail.

Is a drug test required? Yes

Drug test comments:

Is employer interview required? Yes

Employer interview details: Skype Interview Required with Management Team - Enrique Soto live:esoto_132

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: There are many opportunities for a second job in the area. Participants should be aware, second jobs are easier to obtain in MId- June. MV/LS will provide set schedules for participants looking for second jobs. Second jobs must NOT conflict with primary job



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schedule! Work & Travel participants are not permitted to begin work before their Sponsor has approved any secondary employer. Working without authorization may jeopardize your Work & Travel program. A second job offer and instructions will be provided in your welcome letter. Your CHI program coordinator is always available to help you with this process.

When will work begin? After applying for a Social Security card, fingerprinting & completion of E-Verify. Up to 2 weeks.

Arrival Instructions: Students are required to apply for Social Security to begin. Host, bussers, barbacks, and servers are required to register/fingerprinting with the New Jersey Division of Gaming Enforcement. This registration costs the participant \$95. The New Jersey Division of Gaming Enforcement will not allow you to register prior to your DS Start Date. Students will be given a date to start training as soon as their paperwork is processed through E-Verify. This job is recommended for returning students who already hold a Social Security card from a previous Work & Travel experience. First-time students will wait up to 2 weeks for processing to be completed. Training will begin on weekday mornings only (Monday through Thursday). Training will not take place on May 31, 2021 as it is a US holiday.

Is training required? Yes

Conditions of training: Training paid at the hourly rate. Students will be trained in several different positions. Training may take up to two weeks. Students may not receive full hours until training period is complete. No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Participants should expect to have less hours during the first two weeks of training. Some days will be slower than others. It is common practice in the United States for employees of restaurants to be sent home early (cut) if business does not allow for a full staff. Students will be required to work on peak business days, Friday, Saturday, and Sundays.

Is there possibility to change positions? No

Uniform required? Yes

Does employer provide uniform? Yes

Cost of uniform: T-shirt - First Issue Free

Is uniform refundable? No

Uniform provided details:

Do students need to purchase specific clothes or footwear? Yes

If so, details for clothing: You will be required to be in full uniform to start training. Participants must purchase khaki trousers or short trousers and black, slip-resistant, close-toed shoes. There are many shops in Atlantic City to purchase required pants.

Grooming: No visible piercings (including no tongue rings). Girls may wear one stud earring in each ear but nothing else. Any employee with long hair must have it up and off their shoulders. Men must be clean-shaven. Conservative hairstyle and hair color. Only clear nail polish is permitted; nails must be kept short and well-groomed. No visible tattoos. Culturally in the US, it is considered unsanitary not to shower every day.

Important points of job: MV/LS uses the E-Verify system. You must first apply for your Social Security card before processing your paperwork. This may take 10 days to 2 weeks before being officially scheduled. MV/LS guarantees 24 hours per week, but will set schedules am or pm to allow for second jobs.

Additional position information: Atlantic City is a world famous beach resort and is also an urban environment. Students should be city savvy. MV/LS prefers returning participants with a previous Work & Travel experience, and a Social Security number. MV/LS will provide a guaranteed 24 hours with the



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ability to add more hours on a weekly basis through hot schedules. MV/LS will guarantee set am or pm schedules to make it easy to obtain a second job.

Housing Information

Housing name: MUST ARRANGE OWN

Housing address: 1740 ATLANTIC AVE

City: Atlantic City

Phone:

Fax:

Contact: City House Hostels: Atlantic City

Email: atlanticcity@cityhousehostels.com

Website: <https://www.facebook.com/groups/430009777160300/>,
<https://www.facebook.com/groups/772753829512033/>

Housing assisted by: Must Arrange Own

Is student required to sign a separate housing contract? No

If so, contract details:

Type of housing: Apartment

Number of people to a room: 3+

Bedrooms: 2+

Bath: 1+

Cost Type: Week

Cost Amount: \$95.00

Cost Details: \$95 to \$100

Is housing cost deducted from paycheck? No

Is housing deposit required? Yes

Deposit amount: \$385 to \$400

Housing deposit due date: On Arrival

Instructions for deposit payment: We recommend you reserve a hotel room for the first night or two. Look at the available housing options before paying a security deposit. The return of a security deposit is subject to the terms and conditions of the landlord/tenant agreement. If a tenant leaves their housing prior to the end of the negotiated term, the security deposit may be kept by the landlord. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

Is housing deposit refundable? No

Conditions for deposit refund:



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A security deposit, also called a damage deposit, is security for the landlord. Each tenant is responsible for all of the conditions of the landlord/tenant agreement. If one tenant damages the premises, the landlord may deduct the damages from the tenant who caused the damage, or the landlord may choose to deduct money from all of the tenants' deposits. Participants should understand the return of this deposit is conditional and may not be returned. This deposit may be retained by the landlord for the following: any unpaid rent or utility bills; payment for damages to the premises; any cleaning; failure to remove any collected trash and food waste from the premises at least once a week; failure to remove trash from the premises which requires pest control professionals; failure to remove ALL collected trash and food waste from the premises before departure; failure to remove collected trash in the yard or street area around or near to the premises, including trash disturbed by birds or animals; disturbances to neighboring premises from parties or loud noise; leaving the premises prior to the end of the negotiated term. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.

Utilities included: No

If so, utilities details: Most housing includes some utilities.

Utilities estimated cost per month: Arrange Own

Is the housing mandatory? No

Can students find alternative housing during their stay? No

Method of transportation from housing to work site: Walking

Transportation details: Walking, Bicycle, www.jitneyac.com, www.njtranist.com

Additional housing features: Most housing is furnished with a kitchen. Coin-operated laundry services are available throughout the city. Internet is provided at the two free Atlantic City Public Library locations, several Starbucks locations, and McDonald's.

Comments: We recommend you reserve a hotel room for the first night or two. Look at the available housing options before paying a security deposit. Program Coordinators cannot negotiate the return of a security deposit if the landlord/tenant agreement has been broken.



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Location Area Information

Location type: Beach town

Location of work site best described as: Urban Resort Town

Location details: Stroll along the famous boardwalk with its numerous amusements and eateries or visit the historic, Absecon Lighthouse, New Jersey's tallest lighthouse. Beach and water-based activities including parasailing, charter fishing and tall ship cruises. 8 casinos and premier nightclubs, featuring DJs like Tiesto. MUST BE 21. Close proximity to New York, Philadelphia, & Washington DC.

Average daily temperature: 18 - 37 C, 64 - 99 F (Summer)

Community or regional website: www.atlanticcitynj.com

Nearest cities: NYC and Philadelphia

Distance to nearest cities: 2.5 hours (NYC) and 1 hour (PHL)

What to wear: The summer is cool to hot and humid. Sweatshirts & jeans for May and early June. Short pants, t-shirts & do not forget a bathing suit.

Available public transportation: www.njtransit.org, www.jitneyac.com

Public transportation access: Excellent

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

Suggested Travel Information

Nearest international airport: Philadelphia International Airport (PHL)

Nearest airport: Atlantic City International Airport (ACY)

Transportation from airport to employer and / or housing: Taxi, Bus, Train www.rome2rio.com

Nearest bus station (to the airport): 10th & Filbert Streets Philadelphia, Port Authority Bus Station New York City

Bus information (web site): www.njtransit.com, us.megabus.com, www.greyhound.com

Nearest train information (to the airport): 30th Street Station Philadelphia, Penn Station New York City

Train information (web site): www.amtrak.com, www.njtransit.com

If participant arrives after hours suggested, overnight accomodation: www.hihostels.com

Cost per night: \$55 +

Transportation to overnight accomodation: Taxi, Bus, Train www.rome2rio.com

Transportations cost: \$45 +

Travel Instructions: Details in Welcome Letter. www.rome2rio.com



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Social Security Information

Does the company require students to have Social Security number before arriving to the work place? Yes

Does the company provide Social Security application assistance? No

If so, details: IMCMV Holdings participates in E-Verify, students must apply for a Social Security number to begin work. In addition host, bussers, bar backs, and servers, need to complete fingerprinting with the New Jersey Division of Gaming Enforcement at the cost of \$95 per participant. The process takes 10 days to 2 weeks to complete. This process must be completed to begin working. You will not start working on your DS date.

Where is the closest Social Security office? Egg Harbor Township, NJ

How far is the Social Security office from the work place? 45 minutes by bus

Specific instructions: Office Address:
SOCIAL SECURITY
1350 DOUGHTY RD
EGG HARBOR TWP, NJ 08234

The 508 NJ Transit bus runs to the Social Security Office from Atlantic City Main Bus Terminal (Atlantic & Ohio Avenue) or (South Carolina Avenue & Atlantic Avenue) 3 times daily. Times subject to change, make sure to pick up a bus schedule at the main terminal.



Shift Agreement

I, _____, understand I am making the commitment to be available for work everyday of the week, Monday to Sunday for the duration of my program dates:

Please select your shift:

- ☐ 7:30 AM - 17:00 PM - AM Shift
- ☐ 17:00 PM - 2:00 AM - PM Shift

Sign: _____
Date: _____

SAMPLE



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 Jennifer Campbell. I am the Regional Manager for the Mid - Atlantic & Ohio Regions 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,

Jennifer Campbell

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 (SEVIS) | wt.chinet.org

- You must log into wt.chinet.org to enter your flight information, as soon as you book your ticket.
 - You are required to access wt.chinet.org within three days of arrival into the United States to check in, use the SEVIS tab on the left hand side of the wt.chinet.org portal.
 - You are required to access wt.chinet.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.
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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.
-



Starting Work @ IMCMV

You will not start working on your DS Date, it will take 10 days to 2 weeks to start your job. Follow the steps listed here to insure there are no delays in your processing.



- 1  Make certain you download Whatsapp and join the IMCMV processing group.
- 2  Enter your flight in your CHI portal. wt.chinet.org Your coordinators need to plan for your arrival.
- 3  Reserve a hotel for your arrival night in Atlantic City.
- 4  Complete your SEVIS validation. wt.chinet.org You must do this as soon as you arrive to Atlantic City.
- 5  Once you have completed your SEVIS validation, contact your coordinator on Whatsapp to get clearance to go to the Social Security Office.
- 6  Find your permanent summer housing.
- 7  Begin to fill out your online application and Paycor. Your Program Coordinator can help you with this on the Whatsapp group.
- 8  You will receive an email from CHI that you are validated. You may go to the Social Security office and apply for your card once you receive this email NOT before. Social Security will issue you a receipt that you have applied. Please check to make certain your name and address are correct before leaving the office. This is the receipt you need to start your paperwork at IMCMV.

Bar Backs, Servers, Runners, Bussers – Must complete steps 9 and 10. Hosts, Cooks, and Retail may skip step 9.

- 9  **You may not do this step until the DS date listed on your Visa.** Apply for casino registration and fingerprinting. You will go to the Casino Control Commission @ Tennessee avenue and the Boardwalk. You will fill out an application, bring your passport, receipt from Social Security, your 1-94 form, DS form and a check or visa for \$95. They do not accept cash. Your Program Coordinator will help you with the process.
- 10  Take your Social Security receipt, I-94, DS Form, Passport, and (casino license, if applicable) to Margaritaville or Landshark and give it all to the manager. Don't forget anything or I promise you will be delayed further. Make certain your Paycor is complete and have the manager confirm completion.



CASINO FINGERPRINTING REQUIRED



Information

NEEDED DOCUMENTS SOCIAL SECURITY

- I -94 PRINTED FROM THE ATLANTIC CITY LIBRARY
- PASSPORT
- VALID J-1 VISA
- DS-2019 FORM
- CORRECT ADDRESS OF YOUR HOUSING

**SOCIAL SECURITY WILL GIVE YOU A RECEIPT
(DO NOT LOSE THIS, IT IS THE ONLY RECORD YOU APPLIED)**

NEEDED DOCUMENTS FINGERPRINTING APPOINTMENT

- I -94 PRINTED FROM THE ATLANTIC CITY LIBRARY
- PASSPORT
- VALID J-1 VISA
- DS-2019 FORM
- FILLED OUT PERSONAL HISTORY DISCLOSURE FORM 3
- RECEIPT FROM SOCIAL SECURITY
- VISA OR MONEY ORDER FOR \$95

NO CASH

THE FEE FOR YOUR CASINO EMPLOYEE REGISTRATION IS \$95.00. NO CASH IS ACCEPTED. YOU MAY USE YOUR VISA CARD OR PURCHASE A CHECK CALLED A MONEY ORDER FROM THE CASHIER AT 7/11, 1500 PACIFIC AVE, ATLANTIC CITY, NJ 08401

WEBSITES

- wt.chinet.org
- i94.cbp.dhs.gov
- www.nj.gov/lps/ge/employee_licensing.html

Step by Step

YOU MUST FOLLOW THESE DIRECTIONS TO START YOUR JOB. FOLLOW THEM IN ORDER.

- ✓ ARRIVE AT YOUR HOUSING IN UNITED STATES.
- ✓ LOG-IN TO WT.CHINET.ORG, CHECK INTO SEVIS, TOOLBAR ON THE LEFT. TIME SENSITIVE.
- ✓ CALL THE NEW JERSEY DIVISION OF GAMING ENFORCEMENT TO SET UP AN APPOINTMENT TO BE FINGERPRINTED. 609-441-3050 TIME SENSITIVE.
- ✓ VISIT I94.CBP.DHS.GOV TO OBTAIN YOUR ELECTRONIC I-94 NUMBER.
- ✓ PRINT IT OUT YOUR I-94 AT THE ATLANTIC CITY LIBRARY, 1 N TENNESSEE AVENUE, ATLANTIC CITY, NJ 08401.
- ✓ FIVE BUSINESS DAYS AFTER YOU HAVE BEEN REGISTERED IN WT.CHINET.ORG, GO TO THE SOCIAL SECURITY OFFICE AND APPLY FOR YOUR NUMBER.
- ✓ FILL OUT THE PERSONAL HISTORY DISCLOSURE FORM.
- ✓ OBTAIN A MONEY ORDER FOR YOUR CASINO EMPLOYEE REGISTRATION FOR \$95.00.
- ✓ REPORT TO YOUR PRE-SCHEDULED FINGERPRINTING APPOINTMENT.
- ✓ TAKE YOUR DOCUMENTS TO YOUR EMPLOYER FOR PROCESSING.



Margaritaville LandShark Bar & Grill

Atlantic City, New Jersey

Adaptation is not always easy, working is hard, but it is important to remember that you are temporarily in the United States for a new learning experience.

The key to a successful program is to stay positive and be flexible.



Participants who accept the position, must be willing to clean. Including bathrooms.



Participants who accept the position, must be physically able push, pull, and lift up to 100 lbs with no physical limitations.



Participants who accept this position, need to apply for their Social Security to begin processing. They will also needed fingerprinting \$95 . Students should be prepared with enough money to cover expenses for one month.



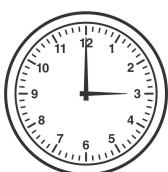
Participants who accept the position, must be willing to work in the sun and hot temperatures.



Participants who accept the position, must be willing to remove trash.



Participants who accept this position, must be willing to work fast.



The concept of time plays a great role in American culture. Being late consistently makes you unreliable. Come to work as scheduled and on time. Good attendance ensures your hours.



No job, or hours at a job, can be 100% guaranteed. Regardless of what your work contract states, there is always a possibility that you will work more or less hours. Expect lower hours during the first two weeks of training.



Second jobs must be approved by CHI prior to starting. Your CHI coordinator will help you with this process. Your employer will provide you with set am or pm schedules to help you obtain a second job.



Some work days will be slower than others. It is common practice for employees to be sent home early if business does not allow for a full staff.



Participants should have the experience and knowledge necessary to deal with the potential dangers of life in an urban environment. Pick pockets operate in this area.



Open a bank account and get a debit card. Do not carry cash, valuables or your documents with you. Bring an alternative ID to carry. Keep your passport and documents stored safely at your housing.



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.



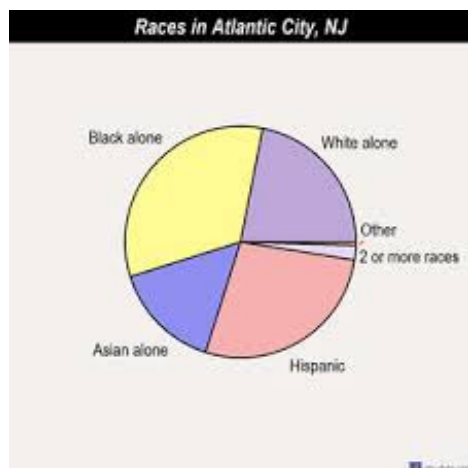
Bicycle riders with helmets had an 85 percent reduction in their risk of head injury and an 88 percent reduction in their risk of brain injury. If you ride a bicycle in the US, wear a helmet.



You must arrange your own housing. We recommend you search for your housing prior to arrival. Be prepared with an arrival plan. Do not arrive late at night.



A security deposit protects landlords from the cost associated with; parties, loud noise, damage, dirt, trash, unpaid rent, or utility bills. Participants who leave housing before the end of their program will *NOT* see any portion of their security deposit returned. Your refund is conditional, CHI coordinators can not negotiate a return.



Participants should be aware the United States is a melting pot. You will come into contact with all kinds of people and ways of life. All ages, shapes and sizes, levels of wealth, backgrounds, religions, sexual preferences, and ethnicities.