

## 2008 Direct Placement / Returning Staff Program How to Apply

### Description:

The Direct Placement Program enables host sites to interview, screen and hire first-time international staff; while the Returning Staff Program helps host sites bring back former international staff. This program is available in the summer and winter.

### Fees:

*Application Fee:* **\$400**

*Refund Policy:* **\$200** (Host site MUST notify ICCP in writing at least 15 days of visa start date).

### Step 1

#### *Instructions to U.S. Host site*

- Complete PART A of the application
- Read and sign the agreement.
- Send the signed agreement and rest of this application to your staff person to be completed, signed and returned to you.

### STEP 2

#### *Instructions to the Applicant*

- Complete PART B of the application.
- Sign ICCP agreement.
- Obtain a police background check from your local police station.
- Obtain one reference (use ICCP's standard reference form)
- If Support Staff, complete Proof of Student Status Form
- Return to Employer: PART B, Agreement, Police Background Check, Reference, Proof of Student Status Form

### STEP 3

#### *Host Site sends to ICCP*

- PART A + B of the application
- Signed application agreement
- For Support Staff Only, Proof of student status form
- One reference
- Police background check
- Payment by check/credit card

### STEP 4

#### *ICCP*

- ICCP will Screen, approve and process application.
- A DS-2019 visa sponsorship form and SEVIS fee receipt will be sent by express mail directly to the applicant with details on how to apply for the J-1 Visa and other supporting documents and information.

### STEP 5

#### *Instructions to Applicant*

- When you receive your DS-2019, SEVIS fee receipt and information packet from ICCP, CHECK THE FORMS CAREFULLY FOR MISTAKES, THEN SIGN AND DATE THE DS-2019.
- You are required to read the ICCP participant manual before applying for your J-1 Visa.
- Applicants must then contact their local U.S. Embassy to arrange an interview.
- When contacting the U.S Embassy make sure that you have all the documents provided by ICCP. Request information about fees and forms that the Embassy may require.
- Once your J-1 Visa is approved by the U.S. Embassy you can make your travel arrangements (not before!).

### STEP 6

#### *Instructions to Host site and Applicant*

- Immediately upon participant arrival at the host site notify ICCP so that the J-1 Visa can be validated in SEVIS. The Visa will automatically be terminated if not validated within 5 days of the program start date.

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## ***Special instructions for completing forms:***

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### ***Part A (Host Site)***

- Please complete the Host Site Information fully.
- Complete the Applicant Information section (Name: Please use the correct spelling).
- Employment Start Date & End Date information. The dates indicated in this section will be used on the DS-2019 visa sponsorship form. (*The maximum employment period is valid for 4 months and CANNOT be extended*)
- Salary: Please include the total salary earned for the period of employment.
- Why is your site requesting this return or direct placement? This question is requested by the U.S State Department to ensure that Host Sites are not replacing Americans with international staff.
- Face to face interview: If you or the Host Site have worked with the applicant in the past you can insert your name as the interviewer. A past host site employee referring an applicant can also be the interviewer or anybody you have assigned as the interviewer.

### ***Part B (Applicant)***

- Please complete the Applicant Information fully.
- Name: Please complete the name section as it appears in your passport. (this information is used to create your DS-2019 visa sponsorship form, re-prints will cost you \$75)
- Date of Birth: in the U.S. the date of birth is written, MONTH / DAY / YEAR.
- Contact information: Use an active address, ICCP will be sending documents to this address. (CANNOT BE A POST OFFICE BOX)
- Where will you be working? Please indicate your employer / Host Site name.
- Position you are applying for: counselor (includes program positions such as lifeguard or activity instructor) or Support Staff (includes maintenance, kitchen staff, cleaner, etc). Support Staff must be enrolled college/University students on their official school vacation during time of participation.
- Complete the Background Information section fully.

### ***Reference Form:***

- This form can be completed by former/present employer (If you are returning to camp your supervisor can complete the reference), teacher, coach, or tutor. References from colleagues, friends and family are not acceptable.

### ***Agreement:***

- Host Site employer/supervisor should read, complete and sign the agreement then send this to the applicant to be read and signed.
- Payment is due with the application. Checks or Credit cards are accepted. Check can be made payable to The International YMCA (ICCP).

### ***Police Background check:***

- Applicants must contact their local police station and request a basic police background check (required) from their home countries. Background checks are valid for one year.

### ***Proof of student status***

- Applicants applying for support staff positions MUST be full time college or university students on their official school break during participation. Proof of student status is required to qualify.

### ***Special Notes:***

- All supporting documents must be translated to English.
- The DS-2019 visa sponsorship form will be issued only for the employment dates submitted by the Host Site. The maximum period is 4 months and CANNOT be extended. All J-1 visa holders get 30 days post the end date on the DS- 2019 for travel purpose ONLY.
- Applicants should not purchase international transportation before having the J-1 visa approved at the U.S. Embassy.
- Applicants and/or employers MUST notify ICCP within 5 days of arrival to camp for visa validation purposes. Failure to do so will result in the cancellation of the J-1 visa.
- If you are experiencing problems obtaining any of the required documentation, please contact ICCP for assistant.

<p><b>International YMCA (ICCP)</b> <b>5 West 63<sup>rd</sup> St 2<sup>nd</sup> Floor</b> <b>New York, NY 10023</b> <b>Phone: 212-727-8800</b> <b>Fax: 212-727-8814</b></p>
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## 2008 Direct Placement/ Returning Staff Application Part A (Host Site)

### Host Site Information: (COMPLETE IN CAPITALS ONLY)

Site Name:

Name of Director/Supervisor:

Winter Address: (No P.O. Box)

Summer Address: (No P.O. Box)



City:  State:  Zip Code:

City:  State:  Zip Code:

Telephone:  Fax:

Telephone:  Fax:

Emergency phone:

Emergency Phone:

Email Address:

Website Address:

### Job Offer Confirmation:

Applicant's Full Name:

What Position will this applicant fill? (Support staff applicants MUST be students)

Date applicant begins job?

(Note: J-1 visa is limited to a May 1<sup>st</sup> Start date for summer positions)

Month Day Year

(This will be the start date of J-1 visa)

Date applicant ends job?

Month Day Year

(This will be the end date of J-1 visa)

Salary (please include a total for the period working):

\$

Total tips:

\$

Bonus:

\$

Meals provided? Yes  No

If yes, total value of meals for period of employment:

\$

Accommodations provided? Yes  No

If yes, total value of lodging for period of employment:

List the value of any other kind of compensation monetary or otherwise and explain:

List the grand total for all compensation:

\$

List minimum wage for your state:

\$

**Why is your site requesting this return or direct placement?** (Please state clearly that this applicant is not taking the place of, or performing a job which could be filled by a first year staff American.)

**Face to Face Interview Confirmation:**

Who conducted the face to face interview & title?

Date of interview:

 /  / 

Name of Company/Organization/University:

Address:

Phone:

E-mail Address:

Why do you believe this applicant wants to participate in this program?

Why do you feel this applicant would or would not be a good candidate for this program?

English Comprehension: \_\_\_ Native Speaker \_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

English Speaking Ability: \_\_\_ Native Speaker \_\_\_ Excellent \_\_\_ Good \_\_\_ Fair \_\_\_ Poor

Relationship of interviewer to host site:

If host site does not personally know the applicant, who provided the referral?

**2008 Direct Placement/  
Returning Staff Application  
Part B  
(Applicant)**

**Personal Information: (COMPLETE IN CAPITALS ONLY)**

**First Name:** (as it appears on passport)

**Middle Name:** (as it appears on passport)

**Last Name(s):** (as it appears on passport)

Male:  Female:

**City Of Birth:**  **Country Of Birth:**

**Resident Of:**  **Citizen Of:**

**Date of Birth:**    **Age on May 1st 2008:**   
Month Day Year

**Contact Information:**

**Address:** (to be reached at all times - CANNOT BE A POST OFFICE BOX)

**Street:**

**City:**  **State / County:**

**Postal Code:**  **Country:**

**E-mail: (Required)**

**Telephone:** (Country Code / City Code / Number)  / /

**Mobile/Work Phone:** (Country Code / City Code / Number)  / /

**Emergency contact name:**  **Relationship:**

**Emergency contact phone number:**  / /

**Where will you be working?**

**Name of the host site that you are applying to work at:**

**Name of contact at the host site?**

**Position you are applying for:**

**Background Information:**

Are you currently a full time student? Yes  No

Name of University/School:

Name of Degree Program:

When is your summer University/ School break?

If not a student, are you employed? Yes  No

Name of Employer:

What is your job title?

Have you ever worked in the U.S. under a J-1 Visa? Yes  No

Have you ever been denied a U.S. visa before? Yes  No  If yes, please explain:

This will be my  year as an ICCP participant.

Have you ever been accused of or convicted of a felony or of child abuse: Yes  No

If yes, Please explain:

## 2008 Reference Form (Instructions)

The International YMCA offers young people from around the world opportunities to experience life in the United States while sharing their culture in a variety of settings. Participation in an International YMCA Program is not a low-cost ticket to travel to the USA nor is it a moneymaking venture. It is an opportunity to participate in cultural exchange while making an important contribution to American communities.

The person who has given you this form is applying for an International YMCA opportunity. In order to complete this reference form, you are expected to be knowledgeable about the applicant's attributes and personality.

**You must be a teacher, coach, tutor or employer to complete this reference form.**

**References from Colleagues, friends or family members will not be accepted**

If you feel you do not meet these criteria and/or you are a close friend or relative of the applicant, please do not complete this form. Have the applicant contact our representative for assistance.

It is essential that we receive an honest and objective assessment of the applicant. Please complete all sections on the reverse side. Print or type clearly. Return this form to the applicant upon completion.

Thank you.

### **International YMCA Program Descriptions:**

**International Camp Counselor Program (ICCP)** offers participants the opportunity to join the staff of U.S. summer camps as **counselors and support staff**.

Participants in **Counselor Positions** share their culture with American children while providing direct supervision, program instruction, and in many cases, must live with the campers. Camp life is demanding. It means long hours with little free time or privacy, and sometimes under rustic conditions. The ideal candidate must love children, be warm and caring and possess a good sense of humor, as well as must be inexhaustibly energetic, organized, flexible, outgoing, able to make mature judgments and capable of working well with others. Most candidates will have to lead activities in English in which they have expressed proficiency. Applicants must be able to meet these challenges.

**Support Staff** participants are full time college/university students working in summer camps, YMCA's or conference centers during their school break. Participants work in kitchens, on the campgrounds, in the camp office. The work is very demanding and participants must have strong motivation for hard work. Responsibilities do not include direct supervision of the children.

The **Trainee Program** offers professional training opportunities for 3 months up to a maximum of 18 months in social services, management, health education and arts & culture. Participants must have the ability to adapt to an extended time outside of their home culture

## 2008 Reference Form

Name of applicant:

Your name as reference:

Address:

Phone:  E-Mail:

What is your relationship to the applicant?

If you have employed this applicant, describe their responsibilities?

How long have you known the applicant?

When was your last contact with the applicant?

Please rate the personality and suitability of the applicant for the camp position applied for:

	Excellent	Good	Fair	Poor
Attitude				
Adaptability				
Responsibility				
Resourcefulness				
Enthusiasm				
Leadership				
Initiative				
Patience				
Sense Of Humor				
Cooperation				

Based on your experience, how does the applicant relate to other people?

What would you consider to be the applicant's best program skills and personality strengths for working at camp?

How well do you think the applicant could teach these skills at camp?

Would you employ the applicant to teach these skills and work with children? YES  NO

Signature:  Date:  Is this a translation? YES  NO

## Agreement

Before you finalize your application for the International Camp Counselor Program (ICCP) it is essential that you understand areas of responsibility as indicated below. If you have any questions please contact ICCP staff for clarification before you sign this Agreement. This agreement is your contract with the International Camp Counselor Program / ICCP.

### General Areas of Responsibility

#### Applicant will:

- Accept the placement arrangement made by the employer
- Carry out the responsibilities to his/her best ability
- Negotiate salary and transportation directly with the employer
- Be financially responsible for all personal or incidental expenses before, during and after commitment
- Accept the terms of the Exchange Visitor Visa: to work only at the designated site and return home before the expire date of the visa
- Maintain sickness and accident insurance meeting U.S. government regulations for the entire stay in the U.S.
- Purchase airline ticket only once visa has been arranged
- Notify ICCP of arrival to camp within 5 days. Failure to do so will invalidate the J-1 visa
- Keep ICCP updated of whereabouts during travel time

#### The U.S. Host Site Will:

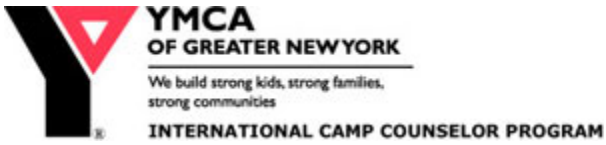
- Arrange for a face to face interview with the participant.
- Provide the participant with a contract and information prior to arrival to the site, outlining rules, regulations and job responsibilities.
- Provide staff training covering site rules, policies and on-going supervision.
- **Pay ICCP a program fee of \$400 with the application.**
- Negotiate salary directly with the participant. No FICAA or FUTA can be deducted from this amount, as J-1 participants are exempt.
- Make transportation arrangement directly with the participant
- Notify ICCP of the participant's arrival to camp within 5 days for visa validation.
- NOTE: There is a \$75 fee to replace lost or stolen DS-2019 forms and SEVIS fee receipts.
- Provide general liability insurance.
- Provide room & board or arrange home stay/host family (if a day camp).
- Ensure that international staff has at least 24 hours off per week (of which at least 10 hours must be continuous).
- Assist international staff with transportation out of camp on days and evenings off.
- Comply with Federal, State and Local regulations regarding payroll, insurance and background checks.
- **Notify ICCP in writing at least 15 days of visa start date to be eligible for a \$200 refund.**
- Consult with ICCP before early termination of an international staff.

#### ICCP (Program Sponsor) will:

- Send a DS-2019 visa sponsorship form, SEVIS fee receipt and supporting documentation directly to the applicant via express mail.
- Provide up to 16 weeks of sickness and accident Insurance
- Provide continued support throughout the program

#### \$400 (includes the following)

- Work visa sponsorship for duration of contract up to 4 months
- Up to 16 weeks of sickness and accident Insurance
- Express delivery of documents to the participant
- DS-2019 form (Certificate of Eligibility for Exchange Visitor (J-1) Status)
- Payment of the non-refundable \$35 SEVIS (Student Exchange Visitor Information System) Fee to be paid to the State Department.
- Receipt that \$35 SEVIS fee has been paid.
- Receipt must be presented to U.S Embassy
- Letter of Sponsorship (for Embassy Official and Social Security Application).
- Instructions on how to apply for J-1 visa
- Participant & Host site Manual
- V30 days of additional time for travel within the U.S. at the end of visa sponsorship (applicant **CANNOT** work during this time)
- Validation of J-1 Visa with U.S. State Department
- On-going support and assistance to international staff and employer



**Signatures:** (I have read and agree to abide by the terms of this agreement as listed above)

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment:** Check enclosed \_\_\_ Credit Card \_\_\_

<b>Participant Name:</b>	
<b>Host Site Name:</b>	
<b>Card Type:</b>	<b>American Express      Visa      MasterCard</b>
<b>Card Number:</b>	<b>Security Code:</b>
<b>Expiration Date: (month / year)</b>	<b>Amount to Charge: \$</b>
<b>Name as it appears on credit card:</b>	<b>Signature:</b>

**Who is paying this fee?** Camp  Participant

**If camp is paying, will this be deducted from participant's salary?** Yes  NO