



SUMMER WORK & TRAVEL PROGRAM

International YMCA
We build strong kids,
strong families,
strong communities.

EMPLOYMENT OFFER FORM (EOF)

Employer completes section 1. Participant completes section 2.
Please type or print neatly!!

Participant's Name:

1. Employer Section

Company Information

Company Name: Royco Hotels / Suites of Key Largo DBA:
 Address: 309 N. 5th Street Tax ID: 87-0728748
 City, State, Zip Code: Norfolk, NE, 68701 Web Site: www.roycohotels.com
 Name of Supervisor: Shirley Gribb Title: Dir. Training Development
 Business Telephone: 403-253-2050 Fax: 403-255-3041
 Mobile Telephone: 403-708-6413 E-mail: sgibb@roycohotels.com

Job Information

Employment Site: Suites of Key Largo
 Address, City, State, Zip Code: 201 Ocean Drive, Key Largo, Florida 33037-4325
 Employed from: _____ to _____ Job Title: HOUSEKEEPER
(mm/dd/yyyy) (mm/dd/yyyy)
 Job duties: Clean guestrooms, hallways, public areas (See Job Description Attached)
 Contact Name: RON RANCK Telephone: 305-451-5081
 Wage per hour: 8.75 # of hours per week: 32-40 End of season bonus? Yes/No If yes, amount?

Housing Information

Accommodations provided? Yes No Cost of accommodations per month/week: \$200/mo. Amount of deposit: 0
 Accommodations shared? Yes No Number of student per room: 2 Other fees/expenses (linens, utensils, etc.): 0
 House/apartment owned by: Room on site Relationship to company:
 If accommodations *not provided*, company will assist by:
 Is transportation to and from work provided? Yes No If no, describe options: Not necessary - live on site - Buses + Taxis available

Signature

I certify that I am an employee of the above named company and am authorized to complete this document. I certify that the participant named above has been offered a temporary position with our company, that compensation is at the prevailing wage, and that all information is true. I understand that YMCA Summer Work & Travel participants may begin working and may be paid for their work upon providing a receipt that they have applied for a SSN and that a SSN is not required to begin working or to be paid. I agree to notify the YMCA if the participant changes the employment site, is terminated, or leaves employment before the agreed upon date.

Name: Shirley Gribb Title: Dir. Training Development Telephone: 403-708-6413
 Signature: _____ E-Mail: sgibb@roycohotels.com Date form completed:

2. Participant Section

Signature

I understand that this job is not firm and may be revoked for reasons sufficient to the Employer at any time before or after I start working. I agree to work no more than four months (120 days) in total. I understand that this job can be terminated at any time by myself (with two weeks notice provided to my supervisor) or by the Employer (for any legally permissible reason). I understand that my hours of work, duties and responsibilities may change at the sole discretion of the Employer in accordance with US law.

Name: _____ E-mail: _____
 Signature: _____ Date: _____

Uniform/Dress Code Requirements

Do students need to purchase specific clothes or footwear? **See below**
Details: One Light Blue Smock and One pair of Navy Blue Cotton Pants are provided at no cost. Comfortable Closed toe shoes are required but can be brought with them if they choose. .

Housing

Is housing provided? **Yes**

Note: Royco is prepared to provide room on site . Shower facilities are shared

Cost of accommodations: **\$200 per month (\$50.00 per week per person)**

Housing Deposit: **N/A** Cost:

Use the space below to describe the housing, including what is the assistance in the housing search, type of housing, number of persons per room, cooking facilities, proximity to job site, conditions of deposit refund, etc.:

Room on site, with microwave, fridge & TV. Grocery shopping within reasonable distance.

Use this space below for any **Additional Comments:**

The accommodation is provided on site.

There is a bus service available and taxis at minimal cost for personal transportation.

There very probably will be opportunity to work more hours through our busy times.. We would of course ensure our requirements are the first priority but if feasible and the students desire to find additional employment the General Manager will assist to locate opportunities and will give them written permission to take on part-time hours with an alternative location/employer.



Summer Work & Travel Employer Request for Participation

Thank you for your interest in working with the International YMCA... if you have any questions while filling out this form, feel free to call or email Chad at 1-888-477-9622 X 4328 or email chiu@ymcanyc.org

Company Information

Company **ROYCO HOTELS**
 Address **309 N 5th Street**
 City **Norfolk** State **NE**
 Telephone **402-371-2520** Fax **402-371-5783**
 URL **www.roycohotels.com**
 EIN **87-0728748**

Company Contact

Name **Shirley Gribb**
 Title **Dir. Training Development**
 Direct Telephone **403-253-2050**
 Cell **403-708-6413**
 E-mail **sgibb@roycohotels.com**

Workplace Location

If the SWT participant's workplace is at a different location, please provide information here.
 Address **201 Ocean Drive**
 City **Key Largo** State **FL** ZIP **33037-4325**
 Telephone **305-451-5081** Fax **305-451-4173**
 Contact Name **RON RANCK**
 Title **General Manager**
 Telephone **305-451-5081**

Company Activities & Background

Describe the company's activities and background. Provide information about number of employees, company size, etc. Please attach promotional materials or additional sheets as needed.

Extended Stay Hotel
11 Employees

Accommodations

Accommodation provided? Y N
 House Apartment Other
 Rate Per week: **\$50.00** Deposit required
 Utilities included? Y N
 Shared with others:
 Male Only Females Only Co-ed
 Furnished? Y N
 If accommodation ~~not~~ provided, describe assistance provided.
living quarters on site
shower facilities shared
 Please note that providing housing is preferred, but not required of our employers.

Transportation

Is transportation to the work provided?
 Y N Not applicable; On-site
 If transportation not provided, to get to work participant must:
 Is public transportation available? Y N
 Cars available to participants? Y N
 Bicycles available to participants? Y N
 Describe any other transportation options, issues or challenges participants may have.
Buses + Taxis available for personal transportation.

Experience with International Staff

Years company has employed international staff: **2 Years**
 Has company ever employed international staff sponsored by the YMCA? Y N Not Sure
 Describe the type of supervision and support provided
Dependent on communication of work skills
Monitoring & training as needed.
 Describe cultural and free-time activities available to international staff in the surrounding community
John Pennekamp Coral Reef State Park
Key Largo National Marine Sanctuary
Snorkeling & Scuba Diving
 Describe how employing international staff will contribute to the company's mission and development
Assisting in daily preparation of guest rooms for sale
Promotes diversity and expands cultural understanding

General Participant Requests/Information

Male Female Total 2* Driver's license required? Y N *(must be same sex)*

Prefer participants from (list countries): No Preference

Other requirements (English, experience, etc.) Good knowledge of English language Other certifications/skills/experience required?

Available Position 1

Position Title Housekeeper/Laundry Attendant

Responsibilities: See Job Description Attached.

Hours/Week 32-40 Rate \$8.75 Overtime hrs/wk N/A Rate ---

End of season bonus Y N Amount

Preferred start date Dec 1/08 Latest start date Jan 1/08

Preferred end date April 30/08 Earliest end date April 1/08

Available Position 2

Position Title

Responsibilities:

Hours/Week Rate Overtime hrs/wk Rate

End of season bonus Y N Amount

Preferred start date Latest start date

Preferred end date Earliest end date

Professional Affiliations

List any professional affiliations or memberships your company has, such as trade groups or chambers of commerce.

References

Name
Title
Company
Relationship
Telephone
E-mail

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Attach any materials you may distribute to international staff, training documents or other helpful information. Positions, pay rates, employment dates and other employment details are for informational purposes only. Actual information will appear in a written agreement/contract between the employer and the Summer Work & Travel participant. If you have any questions, please feel free to give us an email or call... thank you for your time!!

Completed by Shirley Gibb Telephone 403-253-2050 Date June 26/08