

# **FULL-TIME INTERNATIONAL HOTEL & RESTAURANT/ PRIVATE EMPLOYER WORKING PROGRAM WORLDWIDE**

Kindly read the below information very carefully, with regards to your applicants process all information you need to know concerning worldwide work program policy to resume duty published below.

## **Hours and days of working (subject for discussion of ALL Parties Involved)**

### **Hours & Days:**

Monday -- 08:30 AM - 03:30 PM

Friday -- 08:30 AM - 03:30 PM

Tuesday -- 08:30 AM - 03:30 PM

Saturday -- 08:30 AM - 03:30 PM

Wednesday -- 08:30 AM - 03:30 PM

Sunday – Free Day

Thursday --08:30 AM - 03:30 PM

Break and Shifting applied to all days

### **Benefits for Candidates**

- Full access to recreational centres within Worldwide \* Medical care for employee
- Net salary will be paid in GB Pounds \* Paid airfares/flight tickets for employee by the management
  - \* Pastry learning assistance \* Feeding and Accommodation by the management

### **Information we expect you to provide**

- 2x2 passport ordinary photocopy (Not International Passport) \* Current postal address \* Passport number, passport date of issued and passport expiry date \* Date of Birth

### **EQUAL OPPORTUNITY**

**Hotel Group Implements** employment equity principles to achieve workforce diversity, all races are eligible to apply and visa application / other travelling documents will be assisted greatly by the management as an example for equal diversity. Applicant is to read the description and Selection Criteria before contacting the nominated contact officer for further information. The contact officer will be able to answer questions in relation to procedures, structure of the area and specific requirements of the position, and to inform you about other sources of information that may be available e.g. Annual reports, policy statements, salary and benefits etc. It is more appropriate to ask these questions before contacting the officer for your visa if you are not part of EU than to ask at the time of your visa application, and it also shows that you have understand the position. If you are then satisfied that you can meet the essential Selection Criteria, you should proceed with writing your application to the officer in charge of visa issuance.

### **RELOCATION ASSISTANCE**

When a position is advertised outside of your assigned country and where a staff member is appointed from outside the ACT Region, the staff member may be eligible for relocation assistance. The Officer will confirm details of relocation assistance. All endorsements received will remain current for a period of 90 days from the date of uploading. Current endorsements will be circulated among the Strategic Partners and Sponsors of **events, Hotel Management** and other employers who are interested in employing suitable candidates depending on the demand that exists at their organisations. Over a period of time **Hotel Group** shall at their sole discretion upgrade the services offered through the job web portal to provide more value added services for the benefit of prospective Employers and job seekers around the globe. **Hotel Management** Group will not undertake to influence any prospective Employer's decision making in selection of applicants and any such request received will prompt **Hotel Management** Group to remove the relevant data sheet from the database. Team **Hotel Management Worldwide** reserves the right to delete any data at their total discretion and without any obligation on their part to give any reason for such decision and or action.

All applicants should undertake to provide true and accurate information pertaining to the applicant so that the credibility of information provided to prospective employers can be maintained

All candidate(s) must read and sign the 'Terms and Conditions' to confirm acceptance of the conditions. Experience has shown that the single most important factor in assuming a safe and successful experience abroad is the sensible and cautious behaviour of the candidate/participant to act in accordance with these guidelines.

This information forms the basis of agreement between you and **Hotel Management** Group and/or its subsidiary or associated companies. It includes Terms and Conditions and releases on C.I.A (Council on International Applicants) from liability.

### **CANDIDATE(S) RESPONSIBILITY**

Each candidate agrees that all the information provided in the endorsement form is true to the best of his/her knowledge, and acknowledges that any false or misleading information may lead to immediate dismissal from this application.

In accordance with the data protection act, all dealings regarding the visa application, processing and employment processes will be made between the visa counsellor and the candidate. Information will not be divulged to third parties, including friends and/or family members.

Each candidate must hold a passport valid for travel to the Assigned Work Destination the full duration of the employment when submitting an endorsement (passports must be valid until date of return from country of work. Passports must be valid for 2 months beyond return date from the country of work). Full name and details exactly as they appear on the passport you will use to travel to the work destination must be used on the visa application form, flight booking and subsequent enquiries relating to your application.

The candidate is responsible for considering his/her personal health and safety needs when applying for or accepting a place on the employment. If the candidate suffers from any health or other condition that would create a risk for him/her while abroad, he/she should not apply. All pre-existing medical conditions should be declared prior to purchasing travel insurance, as per insurance terms and conditions.

The candidate is responsible for reading and carefully considering all materials made available that relate to safety, health, legal, environmental, political, cultural and religious customs and conditions worldwide. Candidate must take full responsibility in the event that laws, regulations, or customs are broken, regardless of the knowledge.

**Hotel Management** Group agrees to purchase chosen candidate flights tickets to the assigned country of destination, offers accommodation, feeding, and local transport. These can be booked through a Flight Centre office via [Ei International Online Booking click here](#) and/or with another organization will be deemed a

violation of programmed rules and candidate will be withdrawn from the employment. In this case, full cancellation will apply.

Candidate are responsible for submitting all requested documentation (including a valid passport) to the visa officer for visa processing. **Hotel Management** Group cannot be held responsible for any additional costs incurred (including the cost of rebooking a flight or reissuing other necessary travel documents) due to delays by candidate(s) in submitting documentation, changing flight dates, delays by the Embassy in issuing a visa, delays by Authorities in issuing travel documents and/or delays due to changes in their regulations will be shouldered by the candidate herself/himself.

In addition to the Embassy interview, candidates must appear in person at the time of application, or at the Embassy on the day of their appointment, in order to undergo a programmed interview as this is a mandatory requirement in order to get your visa stamped.

Candidate should not travel out while his or her visa is under process, all travel before, during and after the process is at the candidate's own risk. Any candidate who chooses to operate motorized vehicles is responsible for obtaining the necessary license, permission and insurance.

### **EMPLOYER OR WORK RELATED CONDITIONS**

1. **Hotel Management** Group and C.I.A cannot accept endorsement of candidates intending to work extra such as child carer's, mother's helper, nanny, babysitter, maid or other jobs of a domestic nature in private homes; Child Care; Medical Services (medical interns or anything involving hand-on therapy, counselling, administering treatment or making diagnoses of medical, psychiatric or psychological patients); Veterinary Science (making medical diagnoses or administering treatment to animals), Teaching as: Language teacher, or teaching assistants or full-fledged trained teacher; Coaching positions or as a Personal trainer; Beauty therapy jobs including massage, hairdressing, manicurist positions or any jobs involving 'hands-on' therapy of any kind; Camp Counsellors; Crew member on ship or aero plane or as pilots; Certain casino positions; Pyramid sales persons.
2. Candidates must work for the employer/hostt listed on their Employment Offer Agreement Form. If, for any reason, a change of employer becomes necessary, candidate must immediately contact C.I.A, failure to do this may result in C.I.A revoking its legal sponsorship from the candidate, which will result in the termination of his/her contract and his/her legal right to remain base on global rules.
3. Candidates are required to maintain communication with their employer prior to arrival, notify them in advance of their arrival and departure dates, and advise them of any changes to their travel itinerary due to visa delays or any unforeseen circumstances.

**Read the message properly and sign a declaration of acceptance if you accept the TERMS AND CONDITIONS. The process for the complete certificate of employment and other related documents will commence as soon as possible.**

Your full name, passport number, date of birth and resident address will be required to upload your Employment certificate, Employment Contract, ID Card, Insurance paper, Registering of your documents and other relevant documents from the office of the justice and immigration, all documents will remain a scan copies which will be send to your prior to your application, after you have contacted the officer in the unit for visa issuance with your scan copies and passport information he will send to you the Working Visa form and Guide note on how you will fill It and return back to him via scanning upon confirmation of your filled visa form he will legalized your documents and post all the hard copies of your scan copies documents to you which you will need to pick up after 3 days of posting them, because it will be required at the embassy when their visa is about to be legally stamped.

Once we have received their CV's I will be directing you step by step of how the process will under go as to avoid any mistake.

**Find the list of vacancies again**

Computer Systems Manager	Pastry Chef Chef de Parties	Car washer Room cleaner	Sales Manager, Receptionists, Drivers, bar boy, Cook,
Hotel Secretary	General Cook	Sanitation officer	Food & Beverage Cost Controller/Manager,
Printer	Baker:	Plumbers	
Accountant	Butcher	Cashier	Receptionist, Admin asst,
Receptionist	Cook	Slot Technician Manager/Slot Technician	Accountant, Duty Manager, Front Manager,
Gift Shop Manager	Bar attendant	Dealer/Croupier	
Retail Sales Assistant	Hotel bar manager	Casino Manager	Computer Applicant
Dance Instructor	Bar Back	Customer Manager, Fitness trainers, Restaurant/mall workers,	
Food & Beverage Manager	Cocktail waiter / waitress		
Executive Chef	Wine steward		
	Cleaner		

**Hotel Management Group Worldwide**

**Best of lucks**

For more information about any of the services above please contact EI INTERNATIONAL MARCOM DEPARTMENT at **MOBILE # +31623668694** or e-mail [info@ei-international.com](mailto:info@ei-international.com)

**Do you agree to fulfill all tasks mentioned above? Yes, I agree.**

**Personal Comments:**

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Referred by: .....

**Declaration by applicant:**

I hereby declare that, I understand all the questions, my answers and the information given by me in the endorsement form is true. I was not influenced by anyone answering, I read, I agree and I assume the entire responsibility regarding the terms and conditions mentioned above.

The Ei International MarCom company &/or agency cannot be held responsible for any incorrect information provided by myself in the bio-data and my answers.

Signature .....

Date .....