

THE
GLOBAL
WORK & TRAVEL CO.

International Career Program
USA
2009



Welcome to **The Global Work & Travel Co.**

The International Work & Travel Company specialising in helping career minded people to grow professionally and obtain unique employment opportunities in the USA, Canada, UK and even locally in Australia.

Since 1998, **The Global Work & Travel Co.** and its associated companies have successfully been facilitating 1000's of placements for hospitality & retail professionals and those who want to develop or advance their careers and expand their horizons, while travelling the world and having the time of their life all at once!

Now **YOU** have the opportunity to take your career to new heights, expand your knowledge, improve your skills, experience life in a different country and broaden your personal perspective. **The Global Work & Travel Co.** will organise everything for you prior to your departure, so you can just kick back, and prepare for the experience of a lifetime!

Unlike other companies offering similar programs, we are a fully licensed work & travel firm so you can be sure that with **The Global Work & Travel Co.** you are in safe hands! (Check out the last page). When dealing with similar work & travel firms, be sure to ask for their travel agent's licence number and a current travel compensation fund membership - we can assure you you'll be surprised!

As a participant in **The Global Work & Travel Co.** International Career Program you will receive:

- GUARANTEED PAID Internship / Traineeship in Top US Hotels & Resorts**
- USA Government Sponsorship**
- Hotel Management-in-Training Plan**
- Various Job Offers From Interested Employers**
- 12 or 18 Month Appropriate Work Permit**
- Secured Full Time Employment Prior to Arriving in USA**
- Fully Comprehensive Travel, Health & Medical Insurance**
- 2 Weeks Initial Hotel Accommodation**
- Professional Resume Analysis and Advice**
- Individual Interview Preparation**
- USA Bank Account & Social Security Number Assistance**
- Ongoing Support Through Local Representatives in the USA**
- Very Affordable Finance Options to Make Your Dream Come True**
- Everything Included Except Your Visa Expenses**

The following pages will give you a better and more detailed idea of what to expect from your International Career Program. You will find some frequently asked questions answered. Should you have any further questions please feel free to contact us at info@globalworkandtravel.com.

We are looking forward to welcoming you on board and giving your career a boost!

How Can I Obtain A Job In The USA?

You can travel to the USA and waste a lot of time searching for a suitable job, knocking on many doors & attending interviews until you find a job that suits you – most likely cash in hand and as an illegal immigrant without a work permit. More often than not this is time consuming, very expensive and extremely risky.

OR you can employ **The Global Work & Travel Co.** to do the hard work for you. All you do is choose the employer you like most, step off the plane and walk into your new job knowing you have full agency support while in the USA!



How Do I Get Started With The Global Work & Travel Co. International Career Program?

Step 1 Send us your current resume together with the below completed and signed Application Form and Service Agreement. You will be required to pay a deposit of \$495 towards your work & travel package on submission of your application, which is entirely refundable if you don't receive any job offers.

Step 2 One of **The Global Work & Travel Co.**'s experienced consultants from the Placements Department will contact you to confirm your application. They will review your resume with you and provide advice to enhance your resume & improve your job prospects as much as possible. They will also discuss job options in more detail with you.

Step 3 Once your application is confirmed, we will require a few written references, a cover letter and a clear photo, to be mailed to **The Global Work & Travel Co.**, PO.Box 157, Sanctuary Cove, Qld. 4212, or scanned and e-mailed to admin@globalworkandtravel.com.

What Happens Next?

The Global Work & Travel Co. will check your application and other documents to make sure you present yourself in the best possible light to potential employers and then will forward your file to their offices or directly to selected employers in the USA.



Once employers are interested in your application, we will contact you with job propositions outlining the location of the employer, wages, holidays etc.

The Global Work & Travel Co. then organises a phone interview with the employer you're interested in. Don't worry; we coach you through this process to ensure you are well prepared!

After your interview, you let us know whether or not you are interested in the position offered and the employer will do the same. The employer will then issue a written job offer that outlines your wages, holiday entitlements, responsibilities, contract period, etc. as well as a training plan to satisfy visa regulations. That way there is no misunderstanding and you know exactly what to expect before arriving there!



International Career Program - USA

As we have already received the sponsorship documentation directly from the USA, your consultant will help you start the application for your USA sponsorship. **TenTravel** will arrange your flights to the USA plus organise all other travel arrangements to ensure perfect synchronisation with your secured employment.



What Do I Do About Obtaining My Work Visa?

Until you have accepted a position and received your sponsorship paperwork which is compiled by a partnered USA government accredited sponsorship organisation near Atlanta, you won't need to do anything. Once we know that your paperwork is on its way back to Australia, we will book an appointment for you at the US embassy nearest to you. Your consultant will guide you through the whole process step by step and advise you when to retrieve documents you might need for your visa application. Please note: You will need to pay the applicable visa fee of approximately AUD \$130.00 and

Visa endorsement fee of approximately AUD \$165.00 directly to the USA Consulate at the time of securing your J-1 Visa. These two fees plus travel costs are not included in the overall package costs.

Will I Need A Current Passport?

Yes! **The Global Work & Travel Co.** can provide you with the appropriate application forms and advise you on how to fast track your application if necessary or you can also pick up an application form at your local post office. You will need a current passport to apply for your visa to work in the United States of America.

How Much Does The Complete Program Cost?

The International Career Program provides unbelievable value for money. It includes resume analysis and advice, interview preparation, passport / visa advice, complete sponsorship documentation, compulsory US health insurance, air fare, access to competitive and affordable finance options, secured full time employment in the US, pre-arranged accommodation and meals at your place of employment, agency support while in America and many other things.

The total program costs can be as little as \$5,000,- depending on the length of your program plus airfares, which vary with the time of year you travel, your final destination, the airline, seat availability, additional stop overs, etc..

A part payment of \$1980,-, which will come off your total work & travel package costs, will usually be required 2 weeks into the program or once the first phone interview is scheduled, whichever is sooner, but in any case prior to receiving a written job offer or training plan. If you are looking at financing your career move, this would not be required from you.



What Finance Options Are Available?

If you are keen to go but haven't got the funds upfront or if you simply want to clear your current debt before you leave,

The Global Work & Travel Co. can introduce you to various lenders that can help you with your finance needs. Generally, you are eligible if you have been fully employed for the last 3 months

or employed part time for the last 6 months and lived at the same residence for the last 6 months. The finance company will advise you according to your needs and current situation. Sometimes the lenders may require a guarantor residing in Australia.

Loan Amount	36 months	60 months
\$ 4'000,-	\$35,- per week	\$24,- per week
\$ 5'000,-	\$43,- per week	\$29,- per week
\$ 6'000,-	\$48,- per week	\$34,- per week

As a rule of thumb you can allow for the above repayment terms, however, this is only a rough guide and actual repayments depend on the lender, the length of the loan, the loan amount and your credit rating.

Who Will Organise My Travel Arrangements?

The Global Work & Travel Co. provides your total work and travel solution and will organise your flights through its in-house licensed travel agency, **TenTravel**, to ensure synchronisation with your travel plans and job commencement.



What Travel Insurance Options Are Available?

Whilst the employer sponsorship costs include medical & health insurance, travel insurance is strongly recommended by the Department of Foreign Affairs and Trade for all overseas travel.

The Global Work & Travel Co. have researched to find the most comprehensive and affordable insurance policies as many policies do not cover you while working overseas.

The Global Work & Travel Co. has various travel insurance policies available for you to choose from, so please ask your International Placement Consultant for the product disclosure statements prior to making a decision. We also recommend you visit <http://app01.ica.com.au/help/traveltips.jsp> and check out insurance tips from the Insurance Council of Australia. Visit http://www.smartraveller.gov.au/travel_insurance.html for more information on this very important topic.



What's Left to Do? Follow the steps above. It's so easy!



**What are you waiting for?
Give Your Career a Boost Today!**

Application Form

Applicant's Name: _____																																										
Address: _____		P/C _____																																								
Phone: + 61 _____		Mobile: +61 _____																																								
Fax: +61 _____		E-Mail: _____																																								
Age: _____		Date of Birth: _____ / _____ / _____ <input type="checkbox"/> Male <input type="checkbox"/> Female																																								
Preferred Employment: <input type="checkbox"/> Hospitality <input type="checkbox"/> Customer Service <input type="checkbox"/> Office Admin <input type="checkbox"/> Retail Preferred Position/s: _____ _____																																										
Passport(s) Held: _____ Length of Program: <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 18 months Departure Date: _____ Finance required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Destination Preferences 1 st Choice: _____ 2 nd Choice: _____ 3 rd Choice: _____																																								
Out of 10 I rate my: <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>People skills</td><td></td></tr> <tr><td>Listening skills</td><td></td></tr> <tr><td>Complaint Handling</td><td></td></tr> <tr><td>Customer Relations</td><td></td></tr> <tr><td>Teamwork Ability</td><td></td></tr> <tr><td>Staff Supervision</td><td></td></tr> <tr><td>Self Motivation</td><td></td></tr> <tr><td>Responsibility</td><td></td></tr> <tr><td>Attention to Detail</td><td></td></tr> <tr><td>Personal Presentation</td><td></td></tr> </table>	People skills		Listening skills		Complaint Handling		Customer Relations		Teamwork Ability		Staff Supervision		Self Motivation		Responsibility		Attention to Detail		Personal Presentation		Other Personal Details: Drivers License: <input type="checkbox"/> manual <input type="checkbox"/> automatic International Driving License: <input type="checkbox"/> Yes <input type="checkbox"/> No Other Licenses: _____ Drink Driving Conviction(s): <input type="checkbox"/> Yes <input type="checkbox"/> No Criminal Conviction(s): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Smoker <input type="checkbox"/> Social Smoker <input type="checkbox"/> Non-Smoker Alcohol / Medication / Drug Consumption: <input type="checkbox"/> never <input type="checkbox"/> occasionally <input type="checkbox"/> socially <input type="checkbox"/> regularly Dietary Restrictions or Allergies: <input type="checkbox"/> Yes <input type="checkbox"/> No I would describe my health as _____ and declare with my signature that I have not been treated for any physical or mental conditions that might affect my ability to perform my duties. _____ Signature _____ Date	Language Skills (/10) <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>English</td><td></td></tr> <tr><td>Spanish</td><td></td></tr> <tr><td>French</td><td></td></tr> <tr><td>Italian</td><td></td></tr> <tr><td>German</td><td></td></tr> <tr><td>Japanese</td><td></td></tr> <tr><td>Chinese</td><td></td></tr> <tr><td>Indonesian</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> </table> Comments:	English		Spanish		French		Italian		German		Japanese		Chinese		Indonesian					
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Service Agreement between The Global Work & Travel Co. Pty Ltd (GWAT), Ten Travel Pty Ltd (TT) and the Client (I/ME/MY)

1. With this agreement I, the Client, engage GWAT to help ME organize MY overseas work and travel arrangements. While GWAT will use its best endeavours to help ME in a timely manner no guarantee is given that GWAT will be successful in this endeavour.
2. I understand and agree that GWAT is contracted by international employers to facilitate the arrangement between ME and the employer only and I will not hold GWAT liable or responsible for the outcome.
3. I understand and agree that any advice, including any opinion or recommendation, which may be given to ME will be of a general nature and before acting on any general advice given by GWAT and their representatives I will consider whether this advice is appropriate to MY personal circumstances.
4. I understand and agree that when I purchase one of Ten Travel's 'Travel Packages' or 'Local Support Packages' the initial payment of \$495,- towards the total package costs, that can include among others, airfares, initial accommodation, travel insurance, etc., is due and payable upon signing this agreement.
5. I understand and agree that when I purchase one of Ten Travel's 'Travel Packages' or 'Local Support Packages' a progress payment of \$990,- towards the balance of the total package costs will be due payable to TT usually within 2 weeks after signing this agreement.
6. I understand and agree that should I cancel MY participation in one of Ten Travel's 'Travel Packages' or 'Local Support Packages' prior to being introduced to employers through GWAT a cancellation fee of \$990,- applies. Should I cancel MY participation in one of Ten Travel's 'Travel Packages' or 'Local Support Packages' after being introduced to employers a cancellation fee of \$1485,- applies. All other payments made to TT over and above the amount of \$1485,- can only be transferred into Travel Credits to be used towards other travel products and services offered by TT (Conditions Apply).
7. I understand and agree that the above cancellation fees are not in addition to the above mentioned payments but will be applied against monies paid to TT.
8. I understand and agree that if I don't cancel MY participation in one of Ten Travel's 'Travel Packages' or 'Local Support Packages' but GWAT is unable to introduce me to interested employers within a period of 3 months, counted from the date I have made MY progress payment, a full refund of all monies paid is optional.
9. I understand and agree that reputable operators supply the services organised by TT on their own terms and conditions and all services provided are also subject to the terms and conditions, including cancellation fees, of the individual service providers regardless whether or not I choose to travel.
10. It is my responsibility to provide GWAT with all required documents and materials in hard or soft copy or both. Failure to supply those documents and materials does not free me from my contractual payment obligations with TT.
11. I understand and agree that when I purchase one of Ten Travel's 'Travel Packages', TT will be responsible for all my international travel arrangements and if I make travel arrangements through an organisation other than TT, the initial \$495,- payment will be forfeited as a cancellation fee.
12. I understand and agree that I will not hold GWAT or TT responsible for any advice given on passport, visa or health issues.
13. I understand and agree that I am responsible for all exit, entry and health clearances required by law or regulations of the various countries I visit or transit. If I fail to comply with any such requirements I will not hold GWAT or TT liable for any loss or expense suffered by me.
14. I understand and agree that I will not be entitled to any refunds in any way or form once I have commenced my travel, regardless of the circumstances.
15. I understand and agree that I will not hold GWAT or TT responsible of whatever nature for acts, omissions or defaults whether negligent or otherwise of third parties providing services in connection with this agreement, or any unforeseen circumstances.
16. I understand and agree that GWAT & TT have the right to cancel or change any service without notice at any time. In the event of cancellation or change GWAT or TT will offer ME alternative arrangements if any are available or, if alternative arrangements are not available or are reasonably unacceptable to me, TT will refund that part of the monies paid which relates to the part of the service that has been cancelled or changed. Apart from that refund and subject to any statutory provisions to the contrary, GWAT & TT will not be liable for any loss.
17. I understand and agree that if I should experience any difficulties while I am away, I should attempt to rectify these immediately with the applicable supplier. If I cannot resolve any issues in this way and if I wish to lodge a complaint on my return, I have to do this in writing with full supporting documentation within 30 days of my return. I will submit this complaint to Ten Travel, P.O.Box 157, Sanctuary Cove, Qld. 4212. TT will forward MY complaint to the supplier on my behalf but I will not hold TT or GWAT responsible for delays or the outcome in this case.
18. I understand and agree that unlawful or otherwise committed acts may affect my employment overseas and may result in termination of my employment contract and, if applicable, deportation at my own risk & expense. GWAT & TT will not be liable to cover any costs to return home early.
19. I understand and agree that it is my responsibility to make sure all airline tickets are issued in my name and as shown in my passport and that all travel information is correct. Some carriers will deny carriage if the name varies and the booking may be cancelled.
20. If any part of this agreement is held invalid that part shall be severed from this Agreement and the remainder of this Agreement will continue to be valid and enforceable and termination of this Agreement will not end those provisions that are capable of surviving the ending of this Agreement.
21. I understand and agree that GWAT Australia provides a free job placement service and doesn't charge me a fee for attempting to secure / securing ME employment.
22. If I have organised my travel arrangements and travel insurance through another travel agency, I understand it is my responsibility to provide TT with confirmed flight and arrival details and a current Certificate of Insurance for the full duration of my stay overseas.
23. If I have any questions, I will ask GWAT or TT before signing this Service Agreement. Voluntary ignorance will not release me from my obligations. The laws governing this agreement will be the laws in Queensland, Australia.

I have read, do understand and agree to the above terms.

SIGNATURE: _____ NAME: _____ DATE: _____



International Career Program - USA

CREDIT CARD AUTHORITY

I, _____ (CARDHOLDER NAME)

of _____ (ADDRESS)

herewith irrevocably authorize "Ten Travel Pty Ltd (TT)" to charge to the below specified credit card all payments, costs, fees, penalties and/or charges as they fall due under the Service Agreement between The Global Work & Travel Co. Pty Ltd and Ten Travel Pty Ltd and

_____ (APPLICANT'S NAME)

of _____ (ADDRESS)

which was entered into on ____ / ____ / ____ . (Date)

I have read and do understand my obligations and/or that of the nominated individual named above and agree to be irrevocably bound by the terms and conditions of the above mentioned Service Agreement. In particular I do understand and agree that should TT be unable to deduct the full amount owing in one transaction, TT shall be at liberty to process any such number of transactions on the below credit card as is sufficient to satisfy the full amount owing to TT.

Signature _____

Date _____

MasterCard Visa Card
(Please circle the appropriate card)

Card Number: _ _ _ _ _

Expiry: _ _ / _ _ (last 3 digits on back of card): _ _ _

Card Holder: _____

Signature: _____ Date: _____

Credit card details sighted and confirmed by: _____

Of: _____ on: ____ / ____ / ____

Don't Have A Credit Card?

Please use the below bank and account details should you be unable to provide credit card details at this stage.

Please ask the bank teller to include your surname or the last 4 or 6 digits of your mobile phone number as reference and fax the bank receipt to (07) 5528 2067 once you have deposited the funds. Alternatively, you can scan and e-mail the receipt to your consultant's email address.

Please call **1300 40 11 90** once the fax has been sent to ensure we have received it.

Direct Deposit Details



National Australia Bank
Ten Travel Pty Ltd
BSB#: 084-917
Account#: 8367-09722



We now accept payments by PayPal!

If you would rather place your deposit online through PayPal, please speak to your consultant for assistance. PayPal is an eBay-owned company and is 100% safe & secure - your credit card details never have to be revealed to us. If you have a PayPal account, you can send your deposit to accounts@tentravel.net, if you don't, that's ok, because you don't even need an account to use PayPal!