

Greenheart Exchange Work and Travel Program: Self-Arranged Job Offer (SAJO)

Submit a complete offer with both signatures to Greenheart Exchange. ALL participant jobs must be approved by Greenheart Exchange PRIOR to starting work. If handwritten, please print clearly and legibly. Fields marked with asterisk () are required.*

*Parent company name: Grand Marais Hotel Company		**DBA* Business name: Aspen Lodge, Aspen Inn and Shoreline Inn (we have 3 hotels in Grand Marais)	
Website: www.gmhotel.net		*Tax ID / FEIN #: 411570719 (Aspen Lodge)	*Total # of employees: 12
*Primary business address (Billing address): Aspen Lodge, PO Box 667, 208 E Highway 61		*Worksite address, if different from primary address (no PO Boxes): 208 E Highway 61	
*City: Grand Marais	*State: MN	*Zip: 55604	*City: Grand Marais
*Full Name of person extending this job offer (include first, middle and last name): Lauri Kulju		*Alternate contact, manager or supervisor name (include first, middle and last name): Roger Kulju	
*Title: Property Manager	*Email: lauri@gmhotel.net	*Title: Property Manager	*Email: roger@gmhotel.net
*Telephone (MUST be worksite #): 218-387-2500	*Mobile/off-season phone: 218-387-2500	*Alternate contact phone number: 218-387-2500	
*Cultural activities offered by the host organization: Holiday festivities, group dinners, winter sports		*Additional worksite addresses: Shoreline Inn at 20 S Broadway, Grand Marais, MN 55604 and Aspen Inn at 1711 W Highway 61, Grand Marais, MN 55604	
Date interviewed:	*Job title: Housekeeper/Laundry	*Program start date: 11 December 2019	*Program end date: 29 March 2020
*Description of general job duties (be as detailed as possible): Clean guest rooms and common areas. Wash, dry and fold laundry.		*Identify any uniforms, safety equipment, etc., participant must provide: Company provides t-shirts. Participant must provide long or short pants in good condition and shoes that enclose toes, etc.	
*Estimated number of hours/week (min 32 average): 32-40	*Tipped position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	*Number of days / week (must be a range or a number): 4-6	*Est. cost of uniforms, equipment, etc.: no charge to participant
*Hourly wage (not including tips): \$10.50	*Pay frequency (how often is paycheck received): bi-weekly	*Overtime availability: Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes <input checked="" type="checkbox"/>	*Overtime wage: \$15.75
*Who arranges housing for the participant? Host organization <input checked="" type="checkbox"/> Sending agency <input type="checkbox"/> Participant <input type="checkbox"/> Other <input type="checkbox"/> Please specify:			
*Housing details are: Available below <input checked="" type="checkbox"/> Not ready yet <input type="checkbox"/> (if not yet ready, explain why and provide more information on the plan for securing suitable housing. Include a minimum of 2 housing leads that you are following up with): 2 bedroom apartment on the property of the hotel with full kitchen, living space and bathroom			
*Housing details will be ready by December 2019. Greenheart Exchange must be informed of these details at least 30 days prior to their program start date. We reserve the right to request more information.			
*Deposit required?: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	*Deposit amount: 0.00	*Housing cost/month: \$30 per week = \$120 per month	*Are costs deducted from paycheck?: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
*Housing type (house, apartment, hotel, cabin, dormitory, etc.): apartment	*Number of bedrooms: 2	*Number of tenants per room: 1-3	*Total number of tenants in unit: 3-6
*I understand that there must be one bed per participant. No air mattresses or mattresses placed directly on a floor are allowed. Yes <input checked="" type="checkbox"/>			
*Housing Address: 208 E Highway 61, Grand Marais, MN 55604	*Distance from housing to job site: on site	*Utilities included in rent: all	*Utilities, NOT included in rent: none
*Is transportation available? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	*Type of transportation from housing to job: from Duluth, MN to Grand Marais, MN	*Cost of transportation from housing to job: zero	*Utilities cost, not included in rent: zero
*Greenheart Exchange is a U.S. Department of State designated SWT program sponsor. This document serves as an employment agreement between the business and the WT participant named on the Greenheart Exchange job offer. This agreement is not valid until Greenheart Exchange has fully screened, vetted, and approved the host organization named in the Greenheart Exchange job offer. For purposes of this agreement, "WT participant" refers to the foreign participant entering the U.S. temporarily, under Greenheart's J-1 Summer Work Travel visa sponsorship. Continued sponsorship and cooperation is contingent upon adherence to all Greenheart Exchange program rules and U.S. Department of State Summer Work Travel regulations (22 C.F.R. Part 62). Greenheart Exchange cannot be held responsible for the actions of participants under Greenheart Exchange sponsorship, including employment performance and workplace suitability, nor any liabilities created, assumed, or incurred by the participants. By signing this agreement, and as an authorized representative of my business, I agree to the Host Organization Placement/Housing terms of agreement found here: https://docs.cci-exchange.com/work-programs/swt/placement-agreement-employer			
*Business Representative's Name (Please print): Lauri Kulju		*Title: Property Manager	
*Business Representative's Signature (E-signatures are not allowed): <i>Lauri Kulju</i>		*Date: 8/21/19	
*By signing this agreement, I hereby confirm that I have read and agree to all terms of the PARTICIPANT TERMS AND CONDITIONS submitted with my application. I agree to the Participant Placement/Housing terms of agreement found here: https://docs.cci-exchange.com/work-programs/swt/placement-agreement-participant			
*First Name (Please print):	*Last Name:	*Greenheart Exchange ID#:	
*Participant's Signature of Acceptance: <i>Lauri Kulju</i>		*Date:	