

« WORK IN FRANCE » 2014

Application to the « JOB Placement» program General Conditions of Sales Students without visa

Job Placement program includes:

- Telephone interview before the student will be accepted for the program
- Appointments with employers in order to be hired
- The process of applying for temporary work permit, named APT (Autorisation Provisoire de Travail)
- Orientation meeting in our Paris office upon arrival
- Liability/housing insurance
- Opening of a bank account at our Bank partner office
- NIK | LAS's support all through the stay

Eligibility:

- Be over 18 years old up to 26
- Be a full time higher education student and be traveling during university holidays
- Coming to France for at least 2 months
- Have a first work experience in services
- Have at least an « intermediate » level in French

To register: to be available, application must be received at least **6 weeks before arrival** and include:

- All pages of terms and conditions of sale signed
- The application form typed and signed
- A resume in French (under a word format) with a smiling ID photo specifically detailing all the tasks that have been assigned to your workplace
- A letter, addressed to future employers, written in French and personalized. You must detail the various skills acquired during your previous work experience.
- A letter addressed to the NIK | LAS in French, explaining your motivation to participate in this program in France, as well as any personal information you think useful to let us know.
- A photocopy of the passport
- A photocopy of the student card (year of studies must be clearly readable)
- A translation in French of the student card
- A photocopy of the "ISIC" card.
- A full length photo
- A copy of your birth certificate translated into French by a recognised translator
- The copy of the insurance covering illness/repatriation will have to be sent with the visa and travel information.

Thank you to name each document with your name, surname and title of the document.

Example: SMITH John passport

Procedure:

After reception of your application, we will call you for an interview in French. This will allow us to assess your language skills and give you information about your stay and the various types of jobs possible. You will receive within 15 days a letter of acceptance on the program. Acceptance states that you have the level of French and skills necessary for the NIK | LAS to present your application to potential employers, it does not guarantee employment.

Your application will then be submitted to several employers. Some of them may need to contact you directly, but it does not necessarily mean they will hold your application. Employers are the only makers of their hiring.

The information you provide on the registration form and your letter addressed to NIK | LAS serves us as indication to your preferences, but we cannot in any way guarantee a place or a particular position. The letter of acceptance, with all the information about your stay, the type of Job and date of arrival in France, will be used as a contract.

If no employer will hire you, no fee will be charged.

If we cannot handle your case, you will be notified within 15 days, no fee will be charged.

Upon your arrival, the NIK | LAS will organise for you a first appointment with an employer, interested by your profile and looking for staff. If you're not hired after this first interview, the NIK | LAS will organize a second one (up to 3). As soon as you will be hired, the NIK | LAS will provide all necessary documents to get the "Autorisation Provisoire de Travail" named APT. It may happen that an employer confirms your hiring before arrival. In that case, we will send you a copy of the employer letter as well as a presentation of the position offered and greeting conditions. You will have to sign these letters for approval as quickly as possible and the agent will send them back to the NIK | LAS. By signing the documents, you promise that you are going to work with a professional attitude for the all planned period.



Then the NIK | LAS will apply for the APT and will give it to you upon your arrival in France.

Administrative services of the French government are the only ones authorized to issue a temporary work permit and the NIK | LAS has no authority in this area. The administration of labour may decide to refuse an APT without the NIK | LAS to intervene. The APT cannot be issued for more than 90 days.

The Job:

Length of working time and legislation: You are not allowed to work more than 90 days and may be hired from 2 months to 90 days anywhere in France. French law authorises you to work for a 90 days period but not all employers hire for such a long period. You must have an "Autorisation Provisoire de Travail" (named APT) to work legally in France. The NIK | LAS is responsible for soliciting the permission of working with French administrative services.

Types of Jobs: The NIK | LAS will send your CV and cover letter to different employers, considering your skills and their needs. Employers are the only ones to decide who they want to hire. You will be going to work for the first employer who will retain your application and **you can't refuse a position**. This offer may take place anywhere on the French territory

Most available jobs are essentially in the hotel and catering sectors. We have also opportunities in versatile positions in holiday resorts, cleaning positions and sales. Other sectors may hire for seasonal positions.

The level of French is always a very important benchmark for employers. For Jobs with direct contact with clients, you need to have an upper level of French.

Your previous work experiences are also very important for employers; they allow to showing your motivation, your flexibility and your interpersonal relationship skills which are very important in all occupations with clients. It is mandatory, in order to be hired in France to have a first work experience, if possible in catering or services.

It's important to understand that you will be on the working market, competing with other persons. You must then well prepare your trip and be ready to make necessary efforts for a quick integration in the company. The employers need staff and must be sure that they can trust you to be part of the team and to take your responsibilities with a professional attitude.

Once you have been hired, you must respect dates and schedule at work.

Salary and schedule of work:

According to different positions, you will work between 30 and 39 hours a week. Occasional extra work may arise. You will be paid for these extra hours.

The minimum wage in France is at 9.43 € per hour (gross salary). Each month taxes are deducted from the gross salary for around 23%.

Calculation of salary

€ 9.43 X number of hours worked per month = GROSS salary

Gross salary - about 23% of gross = NET salary

NET salary is the salary that will be paid to you by your employer.

The French government does not reimburse mandatory taxes deducted from salary.

The NIK | LAS can't guarantee upon acceptance of files the numbers of working hours nor the schedule, both of which depends on each employer.

All salaries are paid by check or bank wire at the end of each month, sometimes at the beginning of the following month. It's impossible to get money from the employer before the end of each working month.

We will give you the opportunity to open a bank account in France.

Bank account:

The NIK | LAS will open a bank account for you in our bank partner. This is mandatory in order to get the salary and each participant will have a withdrawal card. This card will allow you to get cash from cash dispenser and to pay goods.

This bank account will cost you 3 € for 1 year and fees include:

- A credit card
- An insurance for lost or theft of all your papers
- An insurance for dishonest use
- A liability/housing insurance
- A savings account

While in France, your salary will be paid directly on your bank account. Your last salary will be paid by check. This check will be sent by your employer directly to the NIK | LAS who will put it on your personal bank account in France. The NIK | LAS will send you an e-mail to keep you informed about this operation.

You'll be able then to transfer your money on to your personal bank account in home country.

Accommodation:

You have 2 choices: confirm your choice by completing and signing the housing section on the registration form.

1/ You decide to look by yourself for a housing. We suggest you begin to look for one as soon as you have the hiring confirmation.

- **If you are working in Paris or suburbs,** you must have somewhere to live at least for your first week, but preferably for your entire stay. Be vigilant about the distances and transport and do not hesitate to consult the NIK | LAS in case of doubt. Pay attention to the transport at night if you work late.



- **If you are working outside Paris**, you have to spend the first night in Paris (possibly the first two, depending on your arrival time). The easiest way is to book a room in a youth hostel. The NIK | LAS can provide addresses. You will reach your workplace the next day or two.

2/ You apply for the NIK | LAS housing service

The housing service is to take the time of registration and is non-refundable. If you subscribe to the housing service, we will look primarily for an employer who provides housing. Rents in these cases are significantly cheaper. Note that no employer in Paris and suburbs provides housing. Once your job will be confirmed, we will reserve an accessible hosting from your workplace in a student residence.

By applying to the housing service, you agree to stay in the home for the duration of your stay and to respect the rules.

We will send you a presentation of the residence to be returned signed up for approval.

We can offer you accommodation in a student residence in a shared room.

By applying to the housing service, you agree to accept housing proposed by the NIK | LAS and to stay in the residence for all the duration of your stay in France and to comply with the regulations.

The price of the housing service is at **130 €**, non-refundable.

A guarantee deposit of 300 € has to be paid at the first time of your application and will be given back after departure, except in case of damages or early leaving. If the deposit asked by the landlord is higher than 300 €, the NIK | LAS will send a new deposit invoice which has to be paid before arrival.

If you work outside Paris, you must spend the 1st night (possibly the first two, depending on your arrival time) in Paris, in a youth hostel, booked and paid by the NIK | LAS. You will reach your work place the next day or two

Please inform the NIK | LAS, if you do not need the night in the youth hostel in Paris, you may have to pay for the no show.

If the employer provides housing, conditions will be provided with your job offer and the monthly rent will be deducted from your pay check. You may have as well to pay a deposit.

Important information: Whatever the housing you'll stay in, you must pay to enter the housing the first monthly rent + the guarantee deposit. The deposit may be equivalent to one month rent. It means that for a monthly rent at 400 €, you may have to pay 800 € to enter the housing. If you do not have enough money, you won't enter the housing. The deposit is given back upon departure except in case of damages or early leaving. The amount of any repairs is deducted from the deposit.

Budget

To make your stay successful, you must prepare your trip with much care.

You must have enough funds for living expenses and housing before you get your first salary. Salaries are paid at the end of the month. The NIK | LAS can't lend you any money.

You may think of having around 200 € per week as an average for food, local transport and entertainment.

Rent housing varies between de 400 € and 600 € per month and landlords ask for a 1 month deposit. Don't forget costs of transport for the students who go working outside Paris.

You must have at least 1500 € with you upon arrival to stay out of trouble.

Arrival in France:

ALL PARTICIPANTS MUST ARRIVE IN PARIS AND ATTEND THE ORIENTATION MEETING
We must know your exact date, time and place of arrival at least 2 weeks before your arrival.

Whatever your workplace, you must come to Paris where you will be welcomed by the team of NIK | LAS. You will participate in a meeting and you will sign the opening of your bank account documents. You must attend this orientation meeting; you cannot go directly to your workplace.

We will arrange an appointment at the office, when we'll have confirmation of your arrival (place and time of arrival) and we will also give you all needed information to reach the NIK | LAS and / or place of residence. It is imperative to adhere strictly to this schedule. Information on French society, the world of work, your bank account and many other aspects will be given during the meeting.

Transfer to country towns:

If you are going to work outside Paris then NIK | LAS will give you all the relevant travel information but you must have sufficient money to pay the train ticket to join you work place.

Your employer will pick you up at the train station.

Practical advices:

The NIK | LAS team will do its best to make your stay comfortable so it's very important that you keep us informed about any difficulties you may encounter and follow our advices. It's important to understand that once at your work place, you are responsible of your own work. You must do necessary efforts to adapt yourself to your new environment and the new culture as quickly s possible.

The NIK | LAS office is open from Monday to Friday, between 9 a.m. till 12.30 p.m. (except on bank holidays) and the NIK | LAS team will receive participants by appointment.

For your comfort, think to bring light luggage.

Legislation:

Agent: Job without visa 2014

Signature



Each participant to the Job program undertakes to follow all the rules and regulations as laid down by the NIK | LAS. Failure to do so will result in the candidate being expelled from the program. Any candidate expelled from the program will under no circumstances be entitled to a refund.

In your work place, it is French Employment Law that takes precedence. Each candidate undertakes to respect this law as they do the following:

- Interview times
- The dress code required by the company. You'll have all precision on the presentation of the Job but you must in all cases have a pants / skirt black and white shirt
- Working hours
- Working conditions
- The rules lay down by the company.

Insurance:

The NIK | LAS automatically provides all participants liability insurance but you must be in possession of a medical insurance that covers you up to € 30,000 and "repatriation insurance".

The NIK | LAS shall in no event be liable for any loss or damage occurring during your stay in France.

Program break by the NIK | LAS

You will be expelled from the program if:

- You refuse a position which matches your competences
- You leave your employment.
- You are laid off.

If you are fired or if you quit your job without having informed us before, the NIK | LAS will in no case offer another post.



APPLICATION FORM - JOB PLACEMENT without visa 2014

NIK | LAS / Work in France P.O. Box 900208 - Far Rockaway, NY 11690, USA
 Tel : +1.646.580.8677 Fax : +1.413.451.5434 E-mail : info@nik-las.com

GÉNÉRAL INFORMATION	YOUR JOB IN FRANCE
<p>Last name :</p> <p>First name :</p> <p>Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male</p> <p>Date of Birth :</p> <p>City of birth:.....</p> <p>Country of birth:.....</p> <p>Nationality</p> <p>Address (in home country) :</p> <p>.....</p> <p>Zip Code : City :</p> <p>Country :.....</p> <p>Home Tel. :</p> <p>Mobile :</p> <p>Skype address:.....</p> <p>E-mail :</p> <p>Passport number:.....</p> <p>Driving license...<input type="checkbox"/> yes.....<input type="checkbox"/> no Date of issue:.....</p> <p>Thank you to indicate times we may reach you on the phone.....</p> <p>.....</p> <p>Emergency contact :</p> <p>Name:</p> <p>Telephone:e-mail :</p> <p>Name and address of University :</p> <p>.....</p> <p>Zip code : City :</p> <p>Country.....</p> <p>Telephone :</p> <p>Field of study :</p> <p>Degree</p> <p>Level of French <input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate</p> <p> <input type="checkbox"/> Advanced <input type="checkbox"/> Bilingual</p> <p>Other languages :</p> <hr/> <p>How did you hear about the C.E.I.-Paris?</p> <p>.....</p> <p>Name of you agent</p> <hr/> <p>For uniforms' confection, please indicate your size</p> <p>Your body height.....</p> <p>You size for clothing in France.....</p> <p>Your size for shoes in France.....</p>	<p>When could you be able to stay in France?</p> <p>I can be in France from</p> <p>I have to be back home on:.....</p> <p>Areas where you've already have an experience :</p> <p>1.</p> <p>2.</p> <p>3.</p> <hr/> <p>Housing:</p> <p>I apply for the housing service: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If so, sign the following paragraph:</p> <p>I have read and understood the terms and conditions of sale of housing service and agree to comply with all the terms. I enclose € 430 to my enrollment in the program for the service and housing deposit. € 300 security deposit will be returned to me at the end of my stay unless damage or early departure.</p> <p>.....</p> <p>Date and Signature</p> <hr/> <p>DECLARATION</p> <p>I certify that I have read and understood the rules and conditions as laid down in the general conditions of reservation and I certify that I will respect all rules of the program and the French law regarding work. I declare that all information on this application form is right. I recognize that all wrong information may encounter my exclusion of the program and of the authorization of staying in France, with no kind of refund.</p> <p>.....</p> <p>Date and Signature</p>

*All information on this document must be typed. It must be dated and signed.
 All the 5 pages have to be signed and sent to the NIK | LAS.*