



2009 Hospitality Work in Spain

Location	Almeria, Cadiz, Granada, Huelva, Costa del Sol, Canary Islands, Malaga, Seville, Mediterranean coastal cities
Start Dates	All year round; summer time is easiest to place since it is the busiest for the hotel industry. 2 months minimum, 3 months maximum
Program Fees	2-3 months: US\$1560
What's Included	Work placement in the hospitality/catering industry Shared accommodations and full board Training and Orientation Traveler's Medical Insurance
What's not Included	International and local transportation, Visa fees
Benefits	For non EU citizens, you will receive room and meals + small pocket money (tips) <i>or EU citizens</i> you will earn at least minimum wage per hour + housing assistance
Accommodations	Included and typically shared with other international hotel staff members. Full board provided while on duty. EU citizens with pay will be able to afford off-site housing
<i>Country Facts:</i>	
Capital city	Madrid
Population	41 million
Currency and exchange rate	Euro (EUR) http://www.xe.com/ucc/

Program Details & Highlights

Hospitality Work in Spain Offers:

- Practical experience in the hospitality/customer service industry
- An immersion in the Spanish language and culture allowing you to practice and improve your Spanish language skills
- An opportunity to broaden your perspective and worldview
- An economical way to live and travel abroad
- An opportunity to participate in and learn local cultural activities (e.g.: art, cooking, crafts, dancing)

Cultural Embrace ♦ 7201 Bill Hughes Road ♦ Austin, Texas 78745 U.S.A. ♦

♦ Ph: 888-214-8570/512-469-9089 ♦ work@culturalembrace.com ♦ www.culturalembrace.com ♦

- Memorable travel experiences with the chance to see exotic sites you have always dreamed about
- The ability to make lifelong friends from around the globe
- A valuable work experience that strengthens your resume, exhibiting your diligence, independence, and intercultural experiences
- A great way to develop and support your self-confidence and interpersonal skills
- A reference from your employer at the end of your term of employment

Cultural Embrace Offers:

- **Guaranteed Job Offer**

We guarantee a position in popular tourist areas (ie: along the Spanish Mediterranean coastline.) Placements in other parts of Spain are possible during fall and spring months.

- **Compensation**

For non-EU citizens, you will receive full room and board, plus bonuses based at the company's discretion. *EU passport holders* will receive at least 300 Euros a month plus room and board.

- **Housing & Meals**

Cultural Embrace will pre-arrange your accommodations prior to your arrival in Spain. Typically, you will be sharing staff housing with other foreign staff. In addition, meals are provided while on duty.

- **Visa Assistance**

Cultural Embrace will assist you with information to obtain a visa (if necessary) from Spanish immigration, but we have no control or the ability to guarantee government issuance and/or visa availability. *For non-EU citizens*, you will have a maximum of 90 days to stay in Spain.

- **Arrival Assistance**

Detailed instructions of how to transfer to your employment on public transportation will be available. Private airport pick-up and transfer is available for an additional fee.

- **Arrival Orientation**

You will receive pertinent information regarding local transportation, banking, and safety. You will also receive tips on travel, communications, and social and outdoor activities. Finally, you will be familiarized with the code of conduct and expectations for your new job.

- ***Cultural Embrace Cultural Kit***

Useful tips, advice, and information to prepare you for the amazing adventure of living and working abroad.

- **Full-time Representation**

Cultural Embrace provides full time English-speaking representation in the United States and Spain prior to, during, and after your placement.

Program Requirements

- You must be 18-35 years of age (some companies require <30 years old)
- Good command of Spanish language (additional Spanish lessons available for you to meet language criteria)
- Enjoy working with and serving others in a busy, fast-paced environment
- Open to foreign cultures and living abroad
- High level of responsibility
- Dedication to the full term of commitment

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2009 Program Fees

2-3 months	US\$1560
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**Please note that prices are subject to change according to exchange rates.*

***Application fee credited towards program fee.*

****Can\$, Aus\$, Br£, Euros€ can be accepted with an additional service charge for currency conversion*

How to Apply

1. Obtain the Work Abroad **Application Forms & Procedures** documents in one of two ways:
 - (a) Download the forms from our website at www.culturalembrace.com
 - (b) Call **Cultural Embrace** at 1-512-469-9089/888-214-8570 (US/Canada toll-free) to have the forms mailed to you in 7-10 days.
2. Read the instructions carefully and complete all forms.
3. Submit your completed application packet to:

CULTURAL EMBRACE
7201 Bill Hughes Road
Austin, TX 78745 USA

Completed packet should include:

- Work Program Application
- Signed Work/Intern Agreement
- Copy of your passport (information page only)
- University/College transcript (official please)
- Copies of diploma or certificates related to field of interest (if applicable)
- Resume/CV in Spanish and English
- Cover Letter in Spanish and English describing why you want to work in Spain
- Proof of Spanish language level/skill
- Two References: preferably professional and/or character references
- Doctor's Certificate verifying that you are in excellent mental and physical health
- Copy of Police Clearance (obtainable from your community's local police station)
- Four 1½" x 2" official passport-size photos, (printed name on each photo)
- One smiling full-length photo of yourself
- US\$200 non-refundable deposit (credited towards your program fee)

Upon receipt of your application, a **Cultural Embrace** coordinator will contact you for a 20-30 minutes phone interview. Once we accept you in to our program, you will receive an invoice for the remainder of your program fee. In order for us to contact our local partners to start your placement process, we require at least 50% of your program.

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We recommend submitting your application and program fee at least 12-16 weeks prior to your desired start date in order for us to organize and arrange your internship.

***Cultural Embrace** requires an expedited application fee for those applying 12 weeks or less before the desired date of departure. Applications received 8-12 weeks prior to desired departure date will be charged \$150. Applications received less than 8 weeks before the desired departure date will be charged \$250.

Frequently Asked Questions

1) *What type of job placements can be found?:*

Jobs are typically in either food and beverage, kitchen, and cleaning/housekeeping. Front desk or office work and chef/culinary positions are limited, yet available to those with experience and Spanish proficiency.

2) *Where can I work in Spain?*

Cultural Embrace and our local partners work with many hotels and restaurants throughout Spain. Since there is an abundance of resorts in Southern Spain, there are more positions available along the coast (ie: Almeria, Cadiz, Granada, Huelva, Costa del Sol, Canary Islands, Malaga, Seville, and more). You can ask for a specific area, and we will try our best to meet your preferences, but please keep in mind that we can only make placements according to hotels availability and acceptance.

3) *Where will I live?*

Many hospitality employers have housing available for their staff, and most include or discount meals while on duty. Our pre-arranged placement includes shared housing with other staff members and full-board.

4) *How long will I work and can I take time off to travel?*

Your work schedule will be assigned by your employer, but most positions average 39 hours per week, 2 days off per week (but it may not be consistent days or weekends). Each employer has its own working and schedule arrangement that you should be willing to accept. Of course you are encouraged to travel, but please consult with your employer to see if you can organize a schedule that will be effective for all parties involved.

5) *What type of visa assistance does **Cultural Embrace** provide?*

For most of our work programs, each country has a different process regarding visas, and **Cultural Embrace** will certainly assist you during the process. Please note, however, that any visa fees are the responsibility of the applicant. And, while we can assist you during the process, ultimately it is your responsibility to ensure that you have obtained the appropriate visa for your work experience. **Cultural Embrace** has no control over the visa process and cannot guarantee that your visa application will be accepted. Please consult your CE Program Coordinator for details about your visa requirements.

6) *What are the language requirements?*

Most employers will require intermediate level of spoken Spanish. If you wish to take Spanish lessons before or during your time to work in Spain, **Cultural Embrace** can organize it too.

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7) *Do I have to be a hospitality student or have experience?*

No, not necessarily. Certainly previous experience or knowledge of the hospitality industry is preferred, but not required. If you have no experience in the hospitality industry, you will need to be flexible on what sort of job placement you receive.

8) *Do I have to bring specific clothes?*

Some hotels provide a uniform and some will ask you to wear black trousers or skirt with a white shirt. More details will be provided to you in your **Cultural Embrace** pre-departure kit.

9) *How long will it take to make my placement?*

We ask applicants to apply at least 12-16 weeks in advanced of your desired start date. The placement may take less time than this, but we want to ensure that we have enough time to find a great placement for you! There are additional administrative fees if you apply less than 12 weeks in advanced, and we do not contact our local partners until we receive at least 50% of the program fee payment.

10) *When should I buy my plane ticket and does **Cultural Embrace** provide any resources to help with plane tickets?*

Plane tickets should not be purchased until after your placement has been confirmed. **Cultural Embrace** works with consolidators and discount travel agencies that can help find cheaper tickets than those that are available to the general public.

11) *What do I do if I have a problem or complaint within my work placement?*

You must speak to your employer or manager to give them an opportunity to explain or investigate the situation. If the complaint still exists, then please contact your local representative in Spain, as well as let **Cultural Embrace** (Austin office) know so we can mediate on your behalf.

14) *Why should I pay to work abroad, and where does my money go to with **Cultural Embrace**?*

Cultural Embrace and our local partners in Spain specialize in arranging a guaranteed work placement, housing, possibility of a stipend and insurance prior to your departure. This will alleviate the troubles and stress of getting everything organized in a new country, so you will have more time and energy to spend on your job and living abroad. Your time abroad will still be an independent and memorable one, but we are here to guide you to a safe, healthy and comfortable experience before, during, and after your adventure.

Your program fee includes your customized internship placement, comfortable homestay with meals, basic international traveler's insurance, and all of the administrative and logistical costs to set up your placement in the States and Spain. **Cultural Embrace** also pro-rates the expenses for marketing, advertising, and site visits/communication among all of our programs within our fees.

For any questions, please do not hesitate to contact us at work@culturalembrace.com or you can call us at 1-512-469-9089/1-888-214-8570 (US/Canada toll-free).

*Discover the Similarities. . .
Share the Differences. . .*