

REGULATION

by EASY WAY ASSOCIATION

JOB CENTRE

The present Regulation has the purpose to point out the rights and the duties which the Easy Way Association and its members must respect reciprocally.

The Easy Way Association in Spain, put in contact its members and the employers, who hope from the Association the efficient workers, so, it's very important to face this experience with will and seriousness.

If the members who use the service of the Job Centre will answer for adequate way to the expectation of the employers, they will be able to insert themselves in the spanish reality in a short time.

We draw up a list with our responsibilities and the rules which the Easy Way's members will must stick.

L'EASY WAY ASSOCIATION PAWN ITSELF TO:

- **Assistance to find a job FREE OF CHARGE**
- Guarantee three job interviews. These three job interviews will be offer only if the student accepts all types of jobs and in every times. If the student has some claims, he/she will must to wait until the job center's staff find the job adequate to him/her. For the Programme 1, 5, 6 and 7 the job interviews will be organized before student's arrival in Spain, for the rest of the Programmes they will be organized after the spanish course and they will be according to the work experience and the level of spanish of the student.
- If after doing the 3 job interviews, the applicant does not start to work, the Association will value the possibility to offer to the student other job interview.
- The student cannot choose to work part time or full time, and cannot refuse a job offered by the Association. If the student refuses a job, he/she will be considerate out of the Work Experience Programme and he/she will not receive other job interviews.
- Consider the application form of the student, so, it's very important that the student write in it all the true about his/her work experience and level of spanish, otherwise, the times to find a job may be longer.
- Offer jobs in the catering sector in restaurants, fast food and pubs and in the less time possible but it depends of the spanish's level and the work experience of the student. Normaly the maximum time to find a job is 15 days after starting the interwies.

THE STUDENT PAWN HIM/HERSELF TO:

- Provide real personal details to the Easy Way Association, about the preceding work experiences, studies and level of spanish language.
- Bring adequate clothes to the duty which probably will be realized by the student. Students who want to work as waiter or waitress, have to bring black trousers or black skirt, white shirt and black shoes.
- Be present to the job interviews dressed in adequate way, without piercings, multi-coloured hairs or strange haicut and cover the visible tattoos and always in time.
- Comunicate to the Easy Way Association the result of the job interviews. This result may be comunicated by telephone the same day of the interwiev or in our office the after day.
- If the student is dismissed or doesn't accept a job offered by the Association, so, if he/she is not agree with the proposal that the Easy Way Association's staff offer to him/her, the student will have to wait until the staff can find the job wanted by the student. The Association is not responsible of the time to find this placement and if it's possible to find it.
- If the job choice by the student is not available when he/she arrives in Spain, the student will have to accept the types of jobs availables in that moment.
- The student must be responsible and mature in the work

ACCOMMODATION

Regarding the accommodation, we provide some information to the student who come in Spain for the first time. Certainly the students will not find the same comfort like their home, especially, if they choose a double room, because it's possible to find untidy students in the same flat or room, or students very tidy who dedicate more time to clean than others students.

This is a good experience to become mature and responsible.

Perhaps the students will miss their tradition and their familiars and friends, but after the first days, they will find that Spain is a very nice and interesting country.

All the accommodation are in central Madrid and Barcelona and they are of different types:

1. Single or double rooms in share flats
2. Single or double rooms in residence

L'EASY WAY ASSOCIATION PAWN ITSELF TO:

- Provide the choice accommodation if it's available in the period of the student's arrival. If it's not available the Easy Way Association will offer another type of accommodation but not guarantee at the same price. The rent includes service water, service light, service gas and washing machine. The use of the telephone is not include.
- Provide the cleanliness of the common areas once week and the articles of cleanliness except: dishes detergent, washing machine detergent, toilet paper and soap.
- Provide to each student: 1 duvet, 1 cover duvet, 1 cover mattress and 1 pillow. If the student needs some else of these articles, he/she will have to secure him/herself. The Association will not secure sheets and towels. It's obligatory to use sheets.
- Provide assistance 24 hours
- In the case of the damages or breaking in the accommodation, the Association will provide the repair, but sometimes it depends of another companies, so, if the time to repair the breaking is too much, the Association will not responsible of it.
- The deposit will be refund after delivery the room in welfare state. If there were damages or breakage in the room or in the common areas, they will be deducted of the deposit.

THE STUDENT PAWN HIM/HERSELF TO:

- The rent of the rooms is personal and nominative, so, the student will not be able to hand over his/her place in a room or his/her room to another student, friend or familiar.
- Keep the cleanliness of the bathrooms and the kitchen after using. Wash up the plates and not let them dirty because nobody likes to find the plates dirty when has to cook.
- Turn down the radio or TV volume to not disturbe the rest of the companions.
- The cleanliness of the rooms is in charge of the students
- In the case of damages in the common areas, the repairs will be payed by everybody person present in the flat, if nobody assumes the responsibility of the fact. If the damages were caused by a friend or familiar of the student, this student will have to pay the repairs.
- The rent must be payed in advance and monthly.
- When the student wants to leave the accommodation it's necessary to warn 15 days before the expiry of the last rent paid, otherwise we will not refund the deposit.

- The rent of last month must be paid and the deposit will not be considered as the payment of the last rent.
- If at arrival the choise accommodation is not available, the student must accept to be for a few days in a temporary accommodation.
- Pay cash the deposit at arrival and the rent if it was not paid before arrival. The deposit is equivalent to the price of one month of rent.
- The duration of the rent agreement will be agreed when the student books the room and it will be confirmed when the agreement is signed. If the student does not respect the period agreed, and he/she does not pay the last month or last period establish in the agreement, the Association will not refund the deposit. Always it's necessary to warn 15 days before the end of the rent agreement, the wish to cancel or renew it, otherwise the deposit will not be refunded.
- Be willing to change the double room to a single room, because sometimes the Association needs double rooms vacants.
- Contact the Easy Way Association in the case of problems (job or accommodation)
- It's forbidden to permit that strange persons stay during the nighth

Name_____

Sign_____

Date_____