61 A Orquídeas Street, Bo Esperanza

Account #

Vieques, PR 00765

787-741-5555

**WELCOME TO THE LAZY HOSTEL!!!**

## Personal Employment Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Last

SS# (US Residents): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Passport# (Non-US Residents):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Emergency Contact Information

**Contact #1: Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Last

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact #2: Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Last

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide us with a copy of your passport (non-USA) or driver’s license/ID or SS card (USA).

You must be 18 years old or older to be part of the Work Stay Program at the Lazy Hostel.

**Work Stay Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EMPLOYEE NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lazy Hostel Work-Stay Volunteer Agreement**

1. Hostel volunteers will work 25 hours each. Those hours will be split up between checking in and out hostel patrons, cleaning the hostel and bar, and any other miscellaneous jobs that are given to you by management. If you have any special skills you prefer to use (kitchen, construction, etc.), let us know and we will try to accommodate you.
2. In exchange for hours worked each hostel volunteer will receive a bed, access to all hostel amenities, two meals per day at the hostel kitchen and one meal per day at Lazy Jacks (up to a value of $20.) The tabs are not cumulative and any overages must be paid in cash daily. The tab is to be used for you only, not friends, and alcohol is not included in any tab. All additional food is available at a %50 discount, and all alcoholic beverages are discounted by ¢50.
3. Meals can be ordered from 14:00-16:30 and 19:00-23:00. Please be mindful and try to stagger orders with your coworkers so as not to overwhelm the kitchen.
4. As part of your commitment here, you are expected to send photos to the social media coordinator every week. Photos can be from around the island, beaches, scenery, etc. or photos of guests/staff interacting. These pictures will be featured on social media each week and the picture with the most likes at the end of the week will receive a voucher to Lazy Jack’s. Photos can be sent to: [**ben.breese1@gmail.com**](mailto:ben.breese1@gmail.com). There are other ways to earn free drinks as well! Check with administration for details.
5. There will be weekly activities at the hostel to encourage guests/staff to interact and get to know each other. Worktraders will be scheduled to lead these events which will count towards 2 hours of your volunteer hours. When leading the event, your job is to get guests to interact and make sure that everyone is included.
6. If a hostel volunteer works more than 25 hours a week he/she will be paid $8/hr. (USA residents). Any extra hours must be approved by management first.
7. Water and electricity are very expensive in the Caribbean. Use of Laundry is limited to one load a week per person. Anything above that can be paid at $3 per load. Please combine small loads to avoid waste of resources.
8. The basic accommodation is a mixed dorm shared with other work stay volunteers. Since you are sharing living space, you are expected to keep your area clean and be a good neighbor to your roommates. You are expected to clean up after yourself in the kitchen, the shower etc.
9. We have a zero tolerance for illegal substances on premises and any drug related activity on any of the premises (buying, using, possession etc.) will cause immediate dismissal.
10. Hostel quiet hours are from 11pm to 6am. It is the responsibility of all staff to both follow and enforce these quiet hours. Late night conversations can be held in the bar while it is open.
11. Immediate termination will result from the following: 1) any physical confrontations, 2) theft, 3) threatening bodily harm to anyone, 4) knowingly breaking the law, 5) sexual harassment.
12. While you are staying at the Lazy Hostel, even while you are off duty enjoying yourself on the premises (which we highly encourage), remember that you represent the organization. Given this, you are held to a higher standard of behavior than customers. Please behave appropriately.
13. We encourage you to make friends and hang out with non-guests in the Bar/Restaurant area, but inviting them inside the Hostel or in the Back area (deck, kitchen etc.) is against the rules. Hostel staff and guests only on the hostel grounds, this includes Orquideas and other outdoor areas.
14. There is a short mandatory staff meeting every Monday in order to discuss policies, maintenance, projects, guests and other pertinent information. This meeting is a part of your 25hr a week commitment. Prior notice must be given if you are unable to attend and you must meet with a manager to go over meeting notes before clocking in for your next shift.
15. This agreement is voluntary and can be terminated at any time by either side. We request fourteen day courtesy notice should you decide to move on.
16. As this is a work trade, you are expected to work in exchange for food and lodging. Failure to do so will result in termination. You are also expected to show up on time for your shifts and will be required to make up any uncompleted hours. If you are unable to work your shift for whatever reason, please speak with management to get your shift covered in advance.

***I understand that by volunteering at the Lazy Hostel I agree to follow these rules, plus any other specified procedures (i.e. cleaning checklist, check-in procedures etc.).***

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Hostel Volunteer Signature & Date