

USA PAVILION FULL-TIME POSITION APPLICATION FORM

IMPORTANT INFORMATION ABOUT YOUR APPLICATION

Please ensure that you read carefully all instructions in relation to submitting an application for the advertised position.

Your ability to accurately complete all paperwork, supply required materials and follow the process as outlined over the next few pages will form part of IVG's assessment of your suitability for employment at the USA Pavilion.

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING

Please confirm that each requirement is met by checking [✓] each box below

Application Form	All questions answered	<input type="checkbox"/>
Values Assessment	Read, signed and dated	<input type="checkbox"/>
Declaration	Read, signed and dated	<input type="checkbox"/>
Name and contact details of 3 References	Form complete	<input type="checkbox"/>
Cover Letter	Maximum 1 page	<input type="checkbox"/>
Resume	Maximum 4 pages	<input type="checkbox"/>
Passport size recent photograph	Full name written on the reverse (in English)	<input type="checkbox"/>

APPLICATIONS CLOSE

Wednesday November 18, 2009

SENDING YOUR APPLICATION

Important: If you are applying for more than one position at the USA Pavilion, you must provide a complete application (plus required support material as outlined above) for each position. Applications not meeting this requirement will not be considered.

Please mail your completed application to either of the below addresses: *Applications will not be accepted via e-mail*

国际场馆 管理集团
上海市淮海中路 1010 号
嘉华中心 3301 室
200031

International Venue Group
Room 3301, K Wah Centre
No 1010 Huai Hai Zhong Lu
Shanghai 200031

PROCESSING APPLICATIONS / INVITATION TO INTERVIEW

IVG will acknowledge all completed applications by December 23, 2009

COMPLETED APPLICATION CONFIRMATION

I confirm that I have submitted a complete application for the position to work at the USA Pavilion at World Expo 2010

Name: _____

Signed: _____

Date: _____



CANDIDATE SUMMARY

POSITION DETAILS

Position applying <i>(please refer to an advertised position)</i>		
Where did you see the Advertisement?		
Are you applying for other positions at the USA Pavilion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please list the other positions that you have applied for:		

PERSONAL DETAILS

First Name	
Surname	
Date of birth	
Marital Status	
Nationality	
What country are you a citizen of?	
What passport do you hold?	
What is your current country of residence?	
What country do you plan to reside in 2010?	
Not considering Expo, where will you reside in 2010? I.e. if you were unsuccessful in gaining a position, where will you live in 2010?	

CONTACT DETAILS

Residential (Home) Address	
Business Hours Contact Telephone	
After Hours Contact Telephone	
Mobile (Cell) Telephone	
E-mail Contact	

LANGUAGE QUALIFICATIONS

Details of language proficiency in Chinese and English for the position you have applied for is outlined under each Position Summary on the USA Pavilion website (www.usapavilion2010.com)

Language(s) Spoken	Please list your current <u>spoken</u> skill level	Please list your current <u>written</u> skill level	Please list any formal qualifications (and score) you have completed
	Select from: Basic-Intermediate-Advanced		



Name: _____

Please note that it is important to write your name on each page of this application

CANDIDATE RESPONSE TO QUESTIONS

RELEVANT EXPERIENCE

Based on the Position Summary provided on the website for the position that you are applying for, please outline specific skills, qualifications and experience you have relating to the position.

Maximum 200 words and all responses must be in English

WORKING AT THE USA PAVILION

In the position that you have applied for, how will you personally make a visitor's experience at the USA Pavilion more enjoyable and memorable?

Maximum 200 words and all responses must be in English



Name: _____

Please note that it is important to write your name on each page of this application

VALUES ASSESSMENT

IVG is dedicated to creating a VIP, Food and Beverage, and Retail team that is 100% committed, shares common values and is focused on helping ensure the success of the USA Pavilion.

Below we have developed a list of self-assessment statements to see if your values match our own. We ask you to review and confirm below your acknowledgement and support.

If you are successful in being invited to an interview, it is likely you will be asked to expand on one or more points as part of the interview processes.

TEAMWORK

- I believe there are benefits to working as part of a team
- I would support a colleague who needed assistance

INTEGRITY

- I 'do the right thing' despite adversity
- I believe that actions should reflect the best of intentions

RESPECT

- I treat all family, friends and associates with consideration, compassion and tact
- I understand how to earn another person's respect

HONESTY

- I tell the truth in sometimes difficult or awkward situations
- I value honesty in others and in myself

TRUST

- I believe that trust is paramount to success in business and personal relationships
- I can be relied on in all situations to do the right thing by my employer

EXCELLENCE

- I aspire to excellence in all that I do
- I expect to be held accountable for all that I do

SUSTAINABILITY

- I link my personal interests and values for creating healthy natural environments and social well-being with some of my work activities
- I look for ways to link my purchasing choices with my values

CREATIVITY

- I enjoy thinking "outside of the box"
- I enjoy working in a continually changing and fast-paced environment

CONFIRMATION OF VALUES ASSESSMENT TO BE COMPLETED BY THE APPLICANT

I confirm that I have reviewed the above and that own my values are aligned with the statements made.

Name: _____

Signed : _____

Dated: _____



Name: _____

Please note that it is important to write your name on each page of this application

DECLARATION

All applicants applying for a position at the USA Pavilion are required to read and sign this declaration and submit as part of their application.

*Please Respond **Yes** or **No** to the following statements:*

I have reviewed the Interview Information Sheet provided by IVG and agree to the conditions outlined.	
I have reviewed the USA Pavilion website and confirm that I am familiar with the USA's participation at World Expo 2010.	
I support the USA's participation in World Expo 2010.	
I confirm that the content of my application is a true and accurate reflection of my professional qualifications and experience.	
I am available to work full time with IVG from the commencement of my contract until the end of the WE2010 project.	
I confirm that I will endeavor to make myself available to participate in all USA Pavilion training programs that I am required to attend.	
If I am required to travel internationally, I confirm that I will be able to secure a valid passport and visa.	
I understand that if I progress to the final round of interviews I may need to undergo a medical examination, police check and further security screens.	
I understand the conditions of employment as outlined in the Information Sheet and agree to all details as outlined.	

Agreed and Accepted

Name: _____

Signed: _____

Date: _____



Name: _____

Please note that it is important to write your name on each page of this application

REFERENCE DETAILS
IMPORTANT INFORMATION IN RELATION TO PROVIDING REFERENCE DETAILS
<p>Please do not attach any written references with your application. If you are invited to interview you will be provided with the opportunity to submit any written references.</p> <p>Please ensure that you supply at least two recent professional References (i.e. individuals that you have worked with within the last 3 years) and that information you supply is current and e-mail addresses and telephone numbers are accurate.</p> <p>Finally, please ensure that References listed are aware that their contact details have been provided and that they may be contacted by IVG in relation to your application to work at the USA Pavilion at World Expo 2010 in Shanghai.</p>

REFERENCE 1	
Name	
Position	
Relationship (employer, colleague etc)	
Contact E-mail	
Contact Telephone (Business Hours)	
Contact Mobile (Cell) (include area codes)	

REFERENCE 2	
Name	
Position	
Relationship (employer, colleague etc)	
Contact E-mail	
Contact Telephone (Business Hours)	
Contact Mobile (Cell) (include area codes)	

REFERENCE 3	
Name	
Position	
Relationship (employer, colleague etc)	
Contact E-mail	
Contact Telephone (Business Hours)	
Contact Mobile (Cell) (include area codes)	



Please retain this Information Sheet for your own reference and do not submit with your application

INFORMATION SHEET USA PAVILION

IMPORTANT DATES

World Expo will run from May 1–October 31, 2010. The start date of the position is outlined on the USA Pavilion website. All positions will be for the full term of Expo with most staff finishing early November 2010.

It is the expectation of all candidates to be available for the entire contract period of the position that they apply.

Pre-Expo Training

Some staff will be required to attend a pre-Expo training program that will provide a comprehensive training program designed to outline expectations and provide detail, advice and guidance on World Expo and specifically the USA Pavilion.

This training program is scheduled to be held in April 2010 in Shanghai and candidates must be available at this time.

Further information will be provided to candidates who are invited to present at a second round interview.

Important Note

If you cannot commit to full-time employment with IVG for the full term of Expo then your application will not be considered.

All dates stated on this Information Sheet are current at the time of writing. Any updates will be featured on the USA Pavilion website and all candidates should regularly check the website for updates.

CHINESE LANGUAGE SKILLS

Most positions require candidates to have Chinese and English language skills, especially those dealing with Pavilion visitors and guests who require a specific level of proficiency. Levels of language proficiency are outlined under each Position Summary on the USA Pavilion website.

Positions that require language skills will be tested during both first and second round interviews plus during the training program.

KNOWLEDGE OF USA

All candidates applying to work at the USA Pavilion should have a base knowledge of the USA in relation to culture, history, geography and current affairs.

IVG will facilitate specific knowledge in relation to the USA Pavilion and its exhibition features at World Expo along with providing guidance in relation to managing visitor questions.

REMUNERATION

Candidates who are invited to second round interviews will be provided with details of the salary package applicable for the position.

There will be no review of salary or benefits during the term of employment.



Please retain this Information Sheet for your own reference and do not submit with your application

POSITION DESCRIPTIONS

All candidates who are successful in their first round interviews will be provided with a Position Description prior to attending second round interviews. Positions descriptions will outline the expectations of the position including responsibilities.

STAFF TRAINING

USA Pavilion staff will be provided with general and job specific training in Shanghai. Individuals applying for positions should be able to commit to the employment period as highlighted on the website under each position.

UNIFORMS

All VIP, Food and Beverage, and Retail staff will be provided with an official uniform that must be worn during all shifts at the Pavilion.

Uniforms will be selected to fit the individual and uniform fittings may be conducted. Individuals may be required to provide measurement information prior to interview and all details will be held confidentially.

IVG will provide assistance with uniform maintenance and upkeep, however, staff will be individually responsible for ensuring that they are professionally presented at all times when on shift.

HOURS OF WORK

The Expo operates 7 days a week over 6 continuous months with the site open to the public over 100 hours per week. IVG will develop a rotational schedule to ensure that the Pavilion is appropriately staffed at all times and IVG will aim to schedule individuals 8 hours plus breaks each day. Staff will be provided with two days off each week; however, days may not be consecutive and will often not fall on a weekend day.

Staff will not be permitted to make any changes to their schedule and are required to arrive no less than fifteen minutes prior to the start of their shift.

LEAVE

All IVG staff will be provided with one week's (i.e. 5 continuous days) annual leave during the Expo period. The co-ordination of leave dates will be at the discretion of IVG.

PROFESSIONAL BEHAVIOR

All staff working at the Pavilion will be required to adhere to the USA Pavilion's Code of Conduct.

Additionally, all staff of the USA Pavilion will be required to comply with all security procedures and guidelines as established by the USA Government and/or the USA Pavilion.