

# What Happens Next?

## Important steps to follow after you are hired

### **STEP 1 – WITHIN 3 DAYS OF RECEIVING YOUR JOB OFFER:**

You will receive a welcome email from Morey's Piers. If you do not receive a welcome email, contact [HR@moreyspiers.com](mailto:HR@moreyspiers.com) to make sure we have your correct email address. Add [HR@moreyspiers.com](mailto:HR@moreyspiers.com) to your list of safe senders or monitor your Junk/Spam folders to make sure you receive our emails.

### **STEP 2 - WITHIN 3 DAYS OF RECEIVING YOUR JOB OFFER:**

Go to [www.moreyspierswat.com](http://www.moreyspierswat.com) and complete the International Registration Form. Click on "Apply for this Job" to access the International Registration page. The form you need to complete looks like the one below (the Social Security field is NOT mandatory). **Use the English alphabet only.**

The left screenshot shows a window titled 'Open Position' with a sub-window 'International Registration Form'. The 'Job Description' section includes a red circle around the 'Apply for this Job' button. The 'Details' section contains instructions for international hires and a note for Safari users. The right screenshot shows the 'Job Application for International Registration Form' with fields for First Name, Last Name, Nick Name, Email Address, Phone Number, Cell Number, Address, Country, Zip Code, City, State, Social Security Number, Marital Status, Religion, Ethnicity/Race, and Nationality. Below these are fields for College/University, Internship City, Internship Country, Year of Graduation, and State of Study at University. A 'Submit Application' button is at the bottom.

### **STEP 3:**

Go to: <https://www.moreyspiers.com/new-team-members>. Read, complete, print and sign the Employment PDF Forms [International Employment Form (Employment Application), W4, NJ Employee's Withholding Allowance Certificate, I-9 and Social Security Application]. We only need the forms containing your personal information, not the instruction pages. If you already have a Social Security card, you **MUST** bring your card with you when you come to the U.S.

You must follow these directions step-by-step when completing each form:

<https://s3.amazonaws.com/moreyspiers.com/brochures/2022-International-Paperwork-Directions.pdf>. All forms must be typed, not handwritten. Use the English alphabet only.

Please mail forms to this address:

**Morey's Piers  
Attn: HR Department  
3501 Boardwalk  
Wildwood, NJ 08260  
USA**

Since forms may get lost in the mail, we recommend that you save your completed forms for your records and bring a copy of these forms with you to the US.

### **STEP 4 – PRIOR TO YOUR ARRIVAL:**

Email us your flight itinerary. You will receive specific arrival instructions, including transportation from the airport to Wildwood, motels, etc.

Please feel free to email us anytime at: [HR@moreyspiers.com](mailto:HR@moreyspiers.com). Always include your full name when emailing us.

**We look forward to having you on our Team!**