



Host Organization: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
Employer Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Positions:

Position: \_\_\_\_\_ Number of Placements: \_\_\_\_\_
Rate of Pay: \_\_\_\_\_ per \_\_\_\_\_ and will be paid weekly bi-weekly
Preferred Dates: \_\_\_\_\_ to \_\_\_\_\_ Prefer Interns Prefer Trainees

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Country of Preference

Work and Travel: \_\_\_\_\_
Intern/Trainee: \_\_\_\_\_

Are uniforms provided? Yes No If not, what requirements do you have for work attire: \_\_\_\_\_

Housing & Transportation

Is housing provided? Yes No If no, please describe how your company will assist the student to locate housing \_\_\_\_\_
If provided, how far is housing from the work site? \_\_\_\_\_
If provided, cost for housing: \_\_\_\_\_ per day week month Security Deposit \_\_\_\_\_
Are linens included? Yes No If not, what type of bedding should they bring? \_\_\_\_\_
What means of transportation will be available for the student to travel to work?
Taxi Bus Walk Subway Company provided Co. Provided Bike Other
Estimated daily cost for transportation: \_\_\_\_\_
Do you require Criminal Background Checks? Yes No Drug Testing? Yes No
Closest Airport: \_\_\_\_\_ Closest Bus Station: \_\_\_\_\_



Do you provide transportation from airport/bus station? Yes No If no, instructions for participant's arrival and check in. \_\_\_\_\_

Approximate cost for transportation from airport/bus station to work site: \_\_\_\_\_

For Housing purposes, do you have a preference of male/female candidates? Yes No If yes, list preference: \_\_\_\_\_

Do candidates have to be over 21 years of age? Yes No

Additional Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is not a contract. This form will be used to assist us in our recruiting efforts on your behalf and will ensure that we have the correct information regarding pay rates, housing, etc. If there are any variances to the above information after submission of this form, please contact us right away so adjustments can be made prior to the arrival of the participant.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE ATTACH A JOB DESCRIPTION FOR EACH POSITION (If available)**

Please Note: Differences between Trainee and Intern:

Intern: Will currently be enrolled in and pursuing studies at a foreign degree or certificate-granting post secondary academic institution outside the U.S. and who enters the United States to participate in a structured and guided work-based internship program in his/her specific academic field OR Graduated from such an institution no more than 12 months prior to their exchange visitor program begin date and who enters the United States to participate in a structured and guided work-based internship program in his/her specific academic field.

Trainee: Has a degree or professional certificate from a foreign post-secondary academic institution outside the United States and at least one year of prior related work experience in their occupational field acquired outside the United States OR Five years of work experience outside the United States in their occupational field.

Typically Trainees will typically come with more experience than an intern therefore, it is expected that they would have a *slightly* higher hourly rate than an intern.