

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 _____

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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)