

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 \_\_\_\_\_

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

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 Preferred Dates: \_\_\_\_\_ to \_\_\_\_\_

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 Preferred Dates: \_\_\_\_\_ to \_\_\_\_\_

**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)**