



## Host Company Information Form

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Is this business operated out of a home?  Yes  No

Supervisor's Name & Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_ Email \_\_\_\_\_

Number of Employees \_\_\_\_\_ Number of Years in Business \_\_\_\_\_

Are union dues required of employees?  Yes  No

Federal Employer Identification Number (FEIN) \_\_\_\_\_

Worker's Compensation Insurance Provider & Policy Number  
(include current certificate of insurance or binder letter with this form) \_\_\_\_\_

Annual Gross Revenue of Business  Less than \$3 million  More than \$3 million

Are you open for business 12 months of the year?  Yes  No

Do you currently have other international trainees/interns?  Yes  No If yes, how many? \_\_\_\_\_

Have you employed international work/travel students in the past?  Yes  No Currently?  Yes  No

Nature of company's activities  
(services, products, wholesale, etc.) \_\_\_\_\_

Type of training (management,  
culinary, engineering, etc.) \_\_\_\_\_

Will your company provide housing?  Yes  No  
(If yes, please provide a copy of the rental lease.) Cost per month? \_\_\_\_\_

If housing is not provided, do you offer assistance to locate proper accommodation?  Yes  No

If yes, please explain what kind of  
assistance is provided. \_\_\_\_\_



# TRAINEE/INTERN AGREEMENT BETWEEN Cenet and

\_\_\_\_\_  
Company Name

As two categories of the Exchange Visitor Program governed by the Bureau of Educational and Cultural Affairs of the U.S. Department of State, the Trainee and Intern Programs have specific regulations that sponsors and host companies must observe. Please read the agreement, sign, and then return it to Cenet to indicate that you understand and agree to the conditions of the Program. Your signature certifies that you are authorized to act on behalf of and/or as an agent of the company for the purposes of this Agreement. Each statement below refers to the host company noted above.

1. We certify that the TRAINING or INTERNSHIP PLACEMENT PLAN (DS7002) provided to Cenet fully and accurately reflects the details of the training experience being offered to TRAINEES or INTERNS by this company.
2. We certify that the TRAINING or INTERNSHIP PLACEMENT PLAN (DS7002) provides for the safety and well-being of the TRAINEE or INTERN while the TRAINEE or INTERN is on duty and during the course of the program.
3. Any changes or modifications to the TRAINING or INTERNSHIP PLACEMENT PLAN (DS7002), or any changes or modifications to the TRAINEE'S or INTERN'S rights or responsibilities, must be submitted in advance to Cenet for approval. These include, but are not limited to, location and content of the training/internship.
4. We understand that TRAINEES and INTERNS are expected to train at only one site during their programs. If we wish to offer training at more than one location over the course of the participant's program, we understand and agree that we must disclose this in advance and obtain approval from Cenet prior to providing the TRAINING or INTERNSHIP PLACEMENT PLAN (DS7002) to the participant.
5. We agree to schedule participants for at least 32 hours each week and only between the hours of 5:00 a.m. and 11:00 p.m. rather than overnight.
6. Cenet's obligation is to the exchange visitor participant. It is understood that Cenet, therefore, recommends all exchange visitor participants personally pay the Cenet program fees, including insurance.
7. We agree that on a periodic basis we will provide an evaluation to Cenet containing the following information: (1) a progress report of the TRAINEE or INTERN and an evaluation of the TRAINEE'S or INTERN'S skills; and (2) certification from the company that the TRAINEE'S or INTERN'S responsibilities and duties are accurately reflected in the TRAINING or INTERNSHIP PLACEMENT PLAN (DS7002) and that no modifications have been made without prior approval of Cenet. This report will be a form that Cenet will send to the company to complete and return.
8. If the TRAINEE or INTERN leaves the program for any reason, we will contact Cenet within 24 hours.
9. If we are informed of any situation that affects the health, safety, or welfare of the TRAINEE or INTERN, or of any situation involving a serious problem or controversy that could be expected to bring the Department of State or the Exchange Visitor Program into notoriety or disrepute, we will contact Cenet within 24 hours.
10. To the best of our knowledge, the TRAINEE or INTERN intends to enter the U.S. for the purpose of a practical training or internship program and intends to return home upon the conclusion of the program.
11. We certify that sufficient physical plant, equipment, and personnel will be provided by the company to ensure the success of the TRAINING or INTERNSHIP PLAN, the completion of the program by the TRAINEE or INTERN, and to ensure the safety of the TRAINEE or INTERN throughout the course of the TRAINING or INTERN PROGRAM.
12. We certify that all the TRAINEES and INTERNS sponsored by Cenet are covered under our Worker's Compensation Insurance Policy for the entire duration of their programs. If we are exempt from providing Worker's Compensation Insurance, we agree to submit to Cenet proof of exemption.
13. We certify that we abide by all federal, state, and local occupational health and safety laws. Any violations of such laws will be immediately reported to Cenet.
14. We certify that the TRAINEE or INTERN will not displace any full- or part-time, temporary, or permanent American workers to fill a labor need.
15. This company agrees to waive and release all claims against Cenet and its agents and agrees to indemnify Cenet and hold Cenet harmless with respect to all financial obligations, claims, or liabilities arising from any alleged loss, damage, or injury to persons or property occurring during the course of the TRAINING or INTERN PROGRAM, if and to the extent that such financial obligations, claims, or liabilities are based in whole or in part upon the alleged negligence or wrongful acts or omissions on the part of this company.
16. We certify that we have carefully reviewed the Cenet Host Employer Handbook.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Email \_\_\_\_\_

Title \_\_\_\_\_