



Third party host offer

Once completed, email this form to info@globalcareerexchange.com or fax to 843 379 9154

You can either print this document, fill it in and scan. OR simply open this document in any PDF reader and fill in the required fields.

Please ensure you have filled in ALL of the following fields, where applicable...

Company details:

Company name

Contact person

Telephone number (including country code, city code and phone number, eg. +44 (0)1253 800800)

+

Fax number (including country code, city code and phone number, eg. +44 (0)1253 800800)

+

Website address

Property number

Street

City

State

Country

Postal code

Email address

Position title (please list and attached description)

Preferred start date (mm/dd/yy)

Preferred end date (mm/dd/yy)

Please mark **YES** or **NO** in the relevant fields below and fill in an necessary blanks.

Do you provide housing for the participant? (Yes/No) **Cost** (per week) \$

Deposit required? (Yes/No) **Amount** \$

Do you provide transport for the participant? (Yes/No) **Cost** \$

Suggested means to travel to worksite (if they do not live on site)

Interviewed and found English skills sufficient for Internship? (Yes/No)

Date (mm/dd/yy) **By telephone** (Yes/No)

Webcam/video (Yes/No)

In person (Yes/No)

Will the participant be drug tested upon arrival? (Yes/No)

Is there a dress code? (Yes/No)

Are uniforms required? (Yes/No)

Are uniforms provided? (Yes/No)

What clothing items should a student bring for work?

Rate of hourly pay \$ **per hour, paid** (please choose from weekly, bi-weekly or monthly)

Is this a tipped position?

Number of hours per week, on average?

List any company benefits provided (Meals: how many, Uniforms: howmany? etc)

Job offered by (Signature) **Print name** **Date** (mm/dd/yy)

Accepted by student (Signature) **Print name** **Date** (mm/dd/yy)