



CULTURAL HOMESTAY INTERNATIONAL

Opening Doors to the World since 1980!

—A NON-PROFIT EXCHANGE PROGRAM—

104 BUTTERFIELD ROAD, SAN ANSELMO, CA 94960-1565, USA

Employer Questionnaire:

1. Name of Employer: _____

2. Address for the assignment: _____

What type of business? _____

If sales, what will participants be selling? _____

3. Website: _____

4. Email Address: _____

5. Fax Number: _____

6. Name of Supervisor: _____

7. Telephone number for supervisor: _____

8. EIN Number: _____

9. Workers' Compensation Company Name: _____

10. Workers' Compensation Policy Number: _____

11. Workers' Compensation Dates of Coverage: _____

12. How many students are you requesting? _____

13. Name of positions and how many to hire in each position:

14. Please provide a detailed job description for each position:

15. Please list all locations the participants will be working and how many will be at each location:

16. Do you have a preference between male or female? _____
If yes, how many males and females for each position?

17. What level of English for each position? (Beginner, Intermediate or Advanced)

18. Do you have a preference for the appearance of the students? (piercing, hair cut or hair color, any grooming expectations) _____

19. Do you have a preference on which country your employees come from? _____
If so, which countries? _____

20. Are you willing to hire couples? _____

21. Are you willing to hire groups of friends? _____

22. Do you require the students to wear a uniform? _____
If yes, is it provided or do they have to pay for it? _____
How much? _____

If they have to pay for it, is it refundable at the end of the assignment? _____

If no uniform – what is appropriate for their work attire? _____

23. What is the hourly wage? _____

24. How many hours per day will the students work and how many days a week?

(We require a minimum of 35 hours per week for each student)

Hours: _____ Days: _____

Will the participants be standing the entire time? _____

25. Are meals provided? _____ If not, is there a discount? _____

26. Is there an opportunity for overtime, if so is it paid at a rate of 1.5 hourly? _____

27. Is there a bonus? _____

How do the participants earn the bonus? _____

28. Do you want the students to contact you prior to arrival? _____
If yes, how: Telephone, Email or through CHI? _____

29. Do you want to assign the students their positions or do you want CHI to do so? _____

Start & End Dates

Winter General Duration: Beginning of December through mid-end March

Spring General Duration: Mid-March through end of May-beginning of June

Summer General Duration: May-June through September-October

30. What is the ideal start date? _____

31. What is the ideal end date? _____

32. Is there an additional application the students will need to fill out upon arrival? _____

33. How will you handle students if they do not have their Social Security number right away? How will they get paid? _____

34. Do you require the students to take a drug test? _____

35. Is housing provided? _____
If so, what is the cost per week or month per participant? _____
Is there a security deposit, and if so, how much? _____
Is the security deposit refundable? _____
What are the conditions of the refund? _____

What type of housing: Dorm House Apartment Bunkhouse

How many participants to a room? _____

Describe the accommodations: (kitchen, bath, rooms, linens etc.) _____

36. Please provide any additional comments: _____

Thank you for your participation in the CHI Work & Travel program!