

# CSB International

119 Cooper Street, Babylon, New York 11702  
(866) 822-1095 \* FAX (631) 669-1252

## TRAINEE PROGRAM – HOST COMPANY QUESTIONNAIRE

Host Company Name: \_\_\_\_\_  
Brief description: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Website: \_\_\_\_\_

### TRAINEE INFORMATION

Number of positions: \_\_\_\_\_ (approximately)  
Positions available: \_\_\_\_\_  
Dates of Trainee Program: \_\_\_\_\_  
Approximate Salary: \_\_\_\_\_ Pay frequency: \_\_\_\_\_  
Schedule: \_\_\_\_\_ Other benefits: \_\_\_\_\_

### HOUSING AND TRANSPORTATION INFORMATION

Is there housing available?                      Yes                      No  
Brief description: \_\_\_\_\_  
Cost of housing: \_\_\_\_\_ Cost of housing deposit: \_\_\_\_\_  
Transportation: \_\_\_\_\_

### HOST COMPANY NEEDS

Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Country : \_\_\_\_\_  
Level of English: \_\_\_\_\_ Skills required: \_\_\_\_\_

### ADDITIONAL INFORMATION

Would you be able to provide pick-up? \_\_\_\_\_

Brief description of the community area: \_\_\_\_\_

Any specific comments you would like the international staff to know:

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Part I: TRAINEE OFFER BY HOST COMPANY

(This form must be completed by the host organization as a basis for issuing the DS 2019 form. Please note that the trainee will receive a copy of this form.)

1. Name of Host Company: \_\_\_\_\_
2. Type of Business: \_\_\_\_\_
3. Address of Organization: \_\_\_\_\_
4. Location of Trainee Program (if different): \_\_\_\_\_
5. Title of Trainee Position: \_\_\_\_\_
6. Starting Date: \_\_\_\_\_
7. Supervisor of Trainee: \_\_\_\_\_
8. Email: \_\_\_\_\_
9. Number of Employees at the Host Company Site: \_\_\_\_\_
10. Are There Any Preconditions (i.e. medical tests) for the Trainee? ( ) Yes ( ) No  
If yes, please list: \_\_\_\_\_
11. Other Items You Wish To Share with Trainee:  
\_\_\_\_\_

## Part II: TRAINEE PROGRAM PLAN (Please respond to the questions below on your company letterhead.)

1. List the departments or sections of the company to which the participant will be exposed (length of time in each area).
2. Describe the trainee activities and responsibilities in each department in which the intern will be involved.
3. What guidelines/procedures/policies will your company use to educate the trainee?
4. What skills and knowledge will the trainee acquire during the program?
5. Orientation and Supervision:
  - a. Describe in detail the orientation program for the trainee (formal/informal).
  - b. How will the participant will be oriented to the corporation in which he/she is training?
  - c. How will the trainee be supervised?
6. Hours:

How many hours per week will the participant be required to train?
7. Home stay Issues:

If necessary, can you assist the trainee in finding a place to live? ( ) Yes ( ) No