

## Host Employer Application Checklist

### **Participant and Host Employer Information**

Exchange Visitor Participant Name: \_\_\_\_\_

Nationality of Participant: \_\_\_\_\_

Host Employer Organization Name: \_\_\_\_\_

### Checklist:

- Signed, completed Host Employer Application Form — including:
  - Employer Identification number (EIN)
  - Dun & Bradstreet number (You can find this by using the link on the IIC website)
  - Workman's Compensation Policy information
- Read and sign agreement between IIC and Host Employer
- Complete the Training/Internship Placement Plan (Form DS-7002), which can be found on the IIC website. Make sure the DS-7002 includes:
  - Departments in which the exchange visitor participant will gain experience
  - Length of time spent in each area
  - Specific training/internship activities
  - New skills the participant will acquire
  - How the participant will be supervised and evaluated
  - Objectives the participant is to achieve
  - Objectives the organization has for the training/internship period
  - How those objectives relate to the participant's previous experience/education
  - Why the training/internship program is needed
- Sign the completed Training/Internship Placement Plan (Form DS-7002) and send it to the intern. When the intern receives this form, they must sign it and return it to the Irish Immigration Center.