

Please answer all questions as completely as possible. You can find application and submission instructions on the [last page of this document](#) or on our website: worldwidefarmers.org.

CONTACT INFORMATION

Farm or company name

Employer Identification Number (EIN)

Is Worker's Compensation required of you in your state? *(check one)*

Yes, Carrier No, Worker's Compensation coverage is not required

Contact name Title

Trainee/intern supervisor name Title

Qualifications to supervise

Agribusiness address

Mailing address *(if different)*

Primary phone

Alternate phone

Fax

Email address

Website URL

Address where the trainees/interns will live

Please explain how trainees/interns can travel to your agribusiness

General Agriculture Host Application and Agreement

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AGRIBUSINESS INFORMATION

Farm/business type Size acres

Annual revenue range \$0–3 million \$3–10 million \$10–25 million \$25+ million

Annual revenue range is required by the U.S. State Department.

Farm is (check all that apply) Organic Free range Pesticide-free Traditional

Livestock on farm (type and number)

All commodities raised on farm

Number of full-time employees Number of part-time employees

List equipment which trainees/interns will use (vehicles and machinery)

What distinguishes your farm/company from others?

Languages spoken on your farm

We will accept Men Women Age preferences or limitations

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Will trainee/intern need a driver license to perform necessary training? Yes No

Country/nationality preferences or limitations

We will accept someone who *smokes* Yes No who *drinks alcohol* Yes No
Hosts should establish rules for the time and place for such activities.

In addition to providing housing with utilities for the trainee/intern, hosts **must choose ONE** of the following methods of payment:

- Stipend method (host sends a monthly payment to WFE, WFE sends a monthly stipend to trainee/intern)
- Payroll method (host puts trainee/intern on payroll, host makes monthly deductions for WFE)

Any information you may require about a trainee/intern before making a decision to accept him/her

Explain why you are interested in hosting a trainee/intern from Worldwide Farmers Exchange

Explain how the business aspect of your operation as well as cultural experience will be incorporated into your trainee's/intern's training program. What plans are in place for trainees/interns to participate in American cultural activities?

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- We will provide appropriate practical training and cultural exchange to the trainee/intern assigned to us. Except in rare cases, a trainee/intern must have a minimum of one day each week free from training. If practical training exceeds 45 hours per week, the additional hours must be agreed to in advance by the trainee/intern and the trainee/intern must be compensated financially for the additional time. In no event is training to exceed 60 hours per week. We will encourage and provide opportunities for cultural exchange by allowing adequate time and opportunity for the trainee/intern to obtain cultural experiences.
- We will provide or arrange for housing with utilities without charge to the trainee/intern, which may be on or off the training site, as long as reasonable transportation is available for the trainee/intern. The trainee/intern must have reasonable access to telephone and internet, but costs of telephone and internet use may be at the expense of the trainee/intern.
- We understand Worldwide Farmers Exchange sends the host a monthly invoice for its program fee and that the invoice is payable on or before the 25th of each month. We understand that Worldwide Farmers Exchange uses the program fee to pay for processing of visa documents, medical insurance, and to send a monthly stipend to the trainee/intern. Stipends are mailed on or about the 25th of the month if the program fee has been paid. We understand that WFE has a private revenue ruling that the trainee/intern is not subject to income tax.
- We understand that we may elect to place our trainee/intern on payroll, in which case we will be invoiced monthly for the trainee/intern program fee. We understand that our trainee/intern will authorize us to make monthly deductions from their pay for their program fees, and we will deduct the amount invoiced and send this money to Worldwide Farmers Exchange. We understand that trainees/interns are exempt by law from Social Security and Medicare deductions. With the permission of the trainee/intern, we will send a copy of the W-2 form to Worldwide Farmers Exchange by e-mail or mail.
- We agree that if a trainee/intern becomes ill or injured, we will help the trainee/intern obtain medical treatment. We understand that Worldwide Farmers Exchange provides medical insurance for its trainees/interns which covers both on and off the job illnesses and injuries. If we are required by our state to carry Workers' Compensation Insurance, we will cover our trainee/intern under our Workers' Compensation insurance policy.
- We will try to resolve any problems directly with the trainee/intern, but understand we may ask Worldwide Farmers Exchange's staff for assistance if we cannot resolve a problem. In an emergency, we may call the emergency number or leave a message at the Main Office.
- We agree to act as a host for the full program period described on the DS-7002 form, but we understand that Worldwide Farmers Exchange may remove a trainee/intern at any time if it is in the best interest of the trainee/intern or the Program.
- We agree to encourage the trainee/intern to complete the report(s) required by the U.S. State Department and will complete our portion of the report(s).
- We agree to review the Program Handbook and follow the rules set forth in it.
- By signing or typing my name in the Signature field below, I acknowledge that all of the information in my application is true and correct.

Signature

Date

Printed name

Application and Submission Instructions

Please answer all questions as completely as possible. If you have any questions about the application, please contact us and our staff members will help you through the process.

If you are using [Adobe Reader](#), you should be able to enter your information directly in this PDF. Once your information is complete, you can submit the application to us using the following methods:

1. Submit by Email

If you are using Adobe Reader, clicking the button below will open up an email in your default email program. Click *Send* in your email program to complete the electronic application submission.

2. Print and Mail or Fax

You can also mail or fax us a signed copy of the application. Please print the application using the button below, *sign the application*, and mail or fax the application to us.

MAIL

Worldwide Farmers Exchange
1650 Solano Avenue, Suites B & D
Berkeley, California, United States 94707

FAX (510) 558-7428