



**BAY CONSORTIUM WORKFORCE DEVELOPMENT BOARD
ON-THE-JOB TRAINING APPLICATION**

EMPLOYER NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ Email: _____

CONTACT PERSON: _____

IRS Number: _____

A. Your organization operates as:

_____ Proprietorship

_____ Franchise

_____ Partnership or LLC

_____ Corporation

_____ Public Agency

_____ Federal Contractor

B. Number of Full Time Employees in organization _____ Part Time _____

C. Is your organization minority owned? Y _____ N _____

D. Is your organization a small business? Y _____ N _____

E. Is collective bargaining agreement used? Y _____ N _____

F. Does your agency have a grievance procedure for its employees regarding terms and condition of employment? Y _____ N _____
If not, WIOA employees may use the procedure provided by the WIOA program Operator.

G. Does your agency have worker's compensation or equivalent accident insurance in effect? Y _____ N _____

H. Has your agency been cited by OSHA or the State Regulatory Agency for any safety violations? Y _____ N _____

I. Do you currently have any participants in a lay-off status affecting the occupation (s) for which this contract is being written? Y _____ N _____

J. How long has the organization successfully been in business? _____

If a Franchise, do you require permission from Corporate to enter in to a Contract?

Y _____ N _____

K. Do you have a Brick & Mortar location where employees work? Y _____ N _____

L. Does your organization have a Business Plan? Y _____ N _____

M. How do you plan to retain an OJT Trainee after reimbursement ends?

N. Total number of persons you seek to be trained: _____

O. Do you intend to provide OJT Trainees with: W-2 forms _____ or 1099 forms _____?

“The Bay Consortium Workforce Development Board is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD: VA Relay Center: 711 or 800.828.1120. This workforce product was 100% supported with U.S. Department of Labor Employment and Training Administration Workforce Innovation and Opportunity Act Title I funds awarded to the Bay Consortium Workforce Development Board. This does not necessarily reflect the official position of the VCCS or DOLETA.”