

**TCDJFS – OJT – PRE-AWARD SURVEY**

1. Proposed Sub-Contractor \_\_\_\_\_  
 (Legal Name) (DBA) (IRS Number)

Public \_\_\_\_\_  
 (Street Number) (Street Name)

Proprietorship \_\_\_\_\_  
 (Mailing Address)

Partnership \_\_\_\_\_  
 (City) (State) (Zip)

Corporation \_\_\_\_\_  
 (Business Phone) (Contact Person(s) Providing Fact Sheet Information)

Other-Specify \_\_\_\_\_  
 Current Workers' Compensation Number

2. Number of full-time employees: \_\_\_\_\_ Number of part-time employees: \_\_\_\_\_

2a. Number of employees on lay-off status:  
 Full-time employees: \_\_\_\_\_ Part-time employees: \_\_\_\_\_

2b. Years firm has been in business: \_\_\_\_\_

2c. Workforce Investment Act of 1998 (W.I.A.): **Sec. 181(d) Relocation.** (1) *Prohibition on use of funds to encourage or induce relocation.* No funds provided under this title shall be used, or proposed for use, to encourage or induce the relocation of a business or part of a business if such relocation would result in a loss of employment for any employee of such business at the original location and such original location is within the United States. (2) *Prohibition on use of funds for customized or skill training and related activities after relocation.* No funds provided under this title for an employment and training activity shall be used for customized or skill training, on-the-job training, or company-specific assessments of job applicants or employees, for any business or part of a business that has relocated, until the date that is 120 days after the date on which such business commences operations at the new location, if the relocation of such business or part of a business results in a loss of employment for any employee of such business at the original location and such original location is within the United States.

Is Employer relocating and/or expanding from another area with a resulting loss of employment: Yes   
 No

3. Product/Service of employer: \_\_\_\_\_

4. Has employer been a previous OJT Sub-Contractor: Yes  No   
 If "Yes", explain: With TCDJFS \_\_\_\_\_ Other Agency \_\_\_\_\_

- a. Number of participants currently under contract: \_\_\_\_\_  
 Approximate ending date: \_\_\_\_\_
- b. Number of participants to have completed contracts: \_\_\_\_\_  
 Ending dates: \_\_\_\_\_

Is participant still employed: Yes  No

If participant is not employed, why: \_\_\_\_\_

c. Number of contracts terminated: When: \_\_\_\_\_  
Why: \_\_\_\_\_

5. Is employer a part of a collective bargaining agreement? Yes  No

6. Name of other union(s), if any, having agreements with employer: \_\_\_\_\_  
\_\_\_\_\_

7. Will OJT Trainee be tendered the right of union membership after required waiting period by the company?  
Yes  No  By the union? Yes  No

Standard waiting period for union membership: (Days): \_\_\_\_\_  
If "No" explain: \_\_\_\_\_

8. Has the contractor been found guilty of discrimination in the past or has entered into Affirmative Action agreements with such agencies as the Equal Employment Opportunity Commission, Office of Federal Contract Compliance, State Fair Employment Practices Commission, etc.? Yes  No   
If "Yes", explain \_\_\_\_\_

9. How many employees are presently employed in the proposed training occupation: \_\_\_\_\_ If "None", how is training to be transmitted? \_\_\_\_\_

10.

Occupation O*NET Code	# to be trained	Approximation of Duration of Training	Approximate Starting Date	Approximate Ending Date
		_____ Weeks _____ Days _____ Total Hours		

Hours per day: \_\_\_\_\_ Days per week: \_\_\_\_\_

11. Starting hourly rate: \_\_\_\_\_ X \_\_\_\_\_ Approximate hours = \_\_\_\_\_  
Reimbursement rate: \_\_\_\_\_ % (W.I.A.'s share not to exceed 50%) = \_\_\_\_\_

12. On what schedule will the employee be paid \_\_\_\_\_ when is the 1<sup>st</sup> pay \_\_\_\_\_

13. Is this an apprenticeable occupation: Yes  No

14. W.I.A. Title funding for contract: \_\_\_\_\_ Adult; \_\_\_\_\_ Youth; \_\_\_\_\_ Dislocated; Other \_\_\_\_\_  
(specify)

15. Conditions of employment and training shall be appropriate and reasonable in light of such factors as the type of work, geographical region, and proficiency of the trainee.

16. TRAINING SCHEDULE (FOR ALL TRAINEES): HOURS PLANNED  
**\*EMPLOYER JOB DESCRIPTION ATTACHED**

TOTAL HOURS: \_\_\_\_\_

