

On-the-Job Training (OJT) Employer Eligibility Questionnaire



We are extending OJT opportunities to employers with immediate hiring needs that meet requirements below.

OJT is one of the best training methods because it allows the new hire an opportunity to earn as they learn, while the employer benefits from a full-time employee and the reimbursement of a portion of wages during the training period of up to ten weeks. It is planned, organized and conducted at the employer’s worksite to support and encourage their employee’s talent development.

Instructions: Please complete this questionnaire to determine eligibility. Please allow 3-5 business days for review and results. You will be notified of eligibility determination. Once approved, the employer and provider may enter an agreement and training plan for the candidate.

Section 1: Employer Information

<u>EMPLOYER LEGAL BUSINESS NAME:</u>		<u>TWC TAX ID #:</u>
		<u>FEIN #:</u>
		<u>WorkinTexas ID:</u>
<u>FORMER NAME(S) UNDER WHICH EMPLOYER CONDUCTED BUSINESS:</u>		
<u>CONTACT PERSON:</u>		<u>TITLE:</u>
<u>EMPLOYER ADDRESS:</u>		
<u>CITY:</u>	<u>STATE</u>	<u>ZIP:</u>
<u>TELEPHONE:</u>	<u>EMAIL:</u>	<u>FAX:</u>
<u>TYPE OF ORGANIZATION:</u>		
INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> LIMITED LIABILITY CORPORATION <input type="checkbox"/> DEPT. OF LABOR APPRENTICESHIP <input type="checkbox"/>		
<u>SECTOR:</u>		
PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> PRIVATE NON-PROFIT <input type="checkbox"/>		
<u>COMPANY NAICS CODE:</u>		<u>YEARS IN EXISTENCE:</u>
<u>NUMBER OF CURRENT EMPLOYEES</u>		
<u>IS THE BUSINESS BEING SOLD OR MERGING WITH ANOTHER COMPANY?</u> YES <input type="checkbox"/> NO <input type="checkbox"/>		

Section 2: Employer Review

Please check the appropriate response.

If any of the following questions are answered YES, the employer is ineligible.

	YES	NO
1. Is the employer involved in a current labor dispute?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the employer in violation of local, state, or federal labor laws?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the occupation seasonal or temporary?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are current employees being dislocated or hours reduced as a result of this OJT?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the OJT for less than 30 hours per week?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the "employer of record" an employment agency?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the occupation an independent contractor position? (1099)	<input type="checkbox"/>	<input type="checkbox"/>
8. Will funds be used to assist, promote or deter union organizing?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the employer rely on OJT funds to pay candidates?	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the employer a casino or other gambling establishment, swimming pool, aquarium, zoo, or golf course?	<input type="checkbox"/>	<input type="checkbox"/>

If any of the following questions are answered NO, the employer is ineligible.

	YES	NO
1. Does the employer have a history of taxable wages for at least 3 current W-2 employees?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the employer establish a dedicated contact person for the program?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there an opportunity for career/financial advancement in the position?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the employer retain the OJT candidate(s) after completion of training?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will candidate receive the same fringe benefits and working conditions as Other employees doing similar work?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the employer willing to work with Workforce Solutions representatives to hire Candidates and provide necessary information for the service?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the employer willing to provide supporting payroll record documentation and Timesheets demonstrating pay and hours in detail on a consistent basis?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the employer willing to place a job order in the WorkinTexas.com system?	<input type="checkbox"/>	<input type="checkbox"/>
9. Is the employer willing to report the new hire(s) prior to the start date for OJT?	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the employer have the required Worker Comp. insurance or comparable?	<input type="checkbox"/>	<input type="checkbox"/>
11. Can the employer offer at least \$12.00 per hour?	<input type="checkbox"/>	<input type="checkbox"/>
12. Will this employer comply with laws and regulations, which prohibit discrimination based on race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or beliefs?	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Targeted Occupation

Please fill out the following for each position that you wish to offer OJT.

1. Targeted occupation:
2. Hourly wage rate:
3. Total number of positions for this targeted occupation:
4. Turnover rate for this occupation:
5. Anticipated training duration in weeks:
6. What are the minimum skills and education needed for an individual to be considered for this position?
7. Briefly describe your current application procedure for this position (i.e. online application, in person, etc.,)
8. What is the anticipated timeframe needed to complete the pre-employment process? (i.e. drug test, background, reference check, etc.,)
9. What is the anticipated start date for the OJT candidate: <i>Month/Day/Year</i>

Section 4: Authorized Signature

By signing this document, I hereby certify that all information in this questionnaire is accurate and true.

EMPLOYER SIGNATURE:

DATE:

TYPE/PRINT NAME:

TITLE:

Section 5: Results

For office use completed by OJT provider Workforce Solutions, Employer Service Division

Approved: YES NO

MANAGEMENT SIGNATURE:

DATE:

TYPE/PRINT NAME:

TITLE:

Assigned to Business Consultant: