## On-the-Job Training
### Employer Application

### Business Name & Tax ID

**Business Name & Tax ID**

### Mailing Address

**Mailing Address**

### Hiring Manager Name

**Hiring Manager Name**

### Title

**Title**

### Phone & Email

**Phone & Email**

#### Phone:

#### Email:

### DOES Account Executive

**DOES Account Executive**

### Industry (select one)

- [ ] Construction
- [ ] Information Technology
- [ ] Hospitality & Leisure
- [ ] Government
- [ ] Law Enforcement
- [ ] Nonprofit
- [ ] Professional Services
- [ ] Other

### Workforce Size

**Workforce Size**

- Full-time:
- Part-Time:
- Seasonal/temporary:

### Current Openings

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**Current Openings**

<table>
<thead>
<tr>
<th>Position</th>
<th># of vacancies</th>
<th>Hourly Range</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>to</td>
</tr>
</tbody>
</table>

### Type of opening(s)

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**Type of opening(s)**

- [ ] Full-time
- [ ] Part-time
- [ ] Seasonal/Temporary

### Hiring Timeline

**Hiring Timeline**

- Age:
- Date:
- Education:
- Residency:
- Credentials/Licensing:
- Physical Ability:
- Experience:
- Transportation:
- Other:

### Minimum requirements

**Minimum requirements**

### Desired Skills

**Desired Skills**

- Competency, appearance, computing literacy, supervisory, industry related

### Other Notes

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**Other Notes**

- Any additional business or job-related information pertinent to the OJT process

### Attachments & Criteria

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**Attachments & Criteria**

- Business License
- W-9 Form
- IRS Good Standing/Clean Hands
- Proof of Comprehensive Liability Insurance
- Trainer’s Resume
- Job Description(s)
- DC Networks Profile Created
- Work Site Review (scheduled and completed by DOES staff)

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**Thank you for your interest in the On-the-Job Training Program.**

A member of our On-the-Job Training team will contact you with next steps.