

# ATTACHMENT C



## Department of Employment Services On-the-Job Training Employer Application

<b>Business Name &amp; Tax ID</b>	Tax ID		
<b>Mailing Address</b>			
<b>Hiring Manager Name</b>			
<b>Title</b>			
<b>Phone &amp; Email</b>	Phone:	Email:	
<b>DOES Account Executive</b>			
<b>Industry (select one)</b>	<input type="checkbox"/> Construction <input type="checkbox"/> Information Technology <input type="checkbox"/> Hospitality & Leisure <input type="checkbox"/> Government	<input type="checkbox"/> Law Enforcement <input type="checkbox"/> Nonprofit <input type="checkbox"/> Professional Services <input type="checkbox"/> Other	
<b>Workforce Size</b>	Full-time:	Part-Time:	Seasonal/temporary:
<b>Current Openings</b> (including # of positions and hourly range)	Position:	# of vacancies:	Hourly Range: to
	Position:	# of vacancies:	Hourly Range: to
	Position:	# of vacancies:	Hourly Range: to
<b>Type of opening(s)</b> (select all applicable)	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary		
<b>Hiring Timeline</b>			
<b>Minimum requirements</b>	Age:		
	Education:		
	Residency:		
	Credentials/Licensing:		
	Physical Ability:		
	Experience:		
	Transportation:		
Other:			
<b>Desired Skills</b>	(competency, appearance, computing literacy, supervisory, industry related)		
<b>Other Notes</b> (any additional business or job-related information pertinent to the OJT process)			
<b>Attachments &amp; Criteria (all needed for completed package)</b>	<input type="checkbox"/> Business License	<input type="checkbox"/> W-9 Form	
	<input type="checkbox"/> IRS Good Standing/Clean Hands	<input type="checkbox"/> Proof of Comprehensive Liability Insurance	
	<input type="checkbox"/> Trainer's Resume	<input type="checkbox"/> Job Description(s)	
	<input type="checkbox"/> DC Networks Profile Created	<input type="checkbox"/> Work Site Review (scheduled and completed by DOES staff)	

**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.