

**Westchester Putnam Workforce Investment Area
OJT CONTRACT EMPLOYER
CHECKLIST**

_____ OJT CONTRACT NUMBER

_____ DATE OF REVIEW

Part I: Employer Eligibility

Employer's Name: _____

Address: _____

Contact Person: _____ Telephone Number _____

Comments are required for "YES" answers to the questions 1-12 and a "NO" answer to question 13.

	YES	<u>NO</u>
1. Is the employer proposing to conduct training at other than his or her workplace?	___	___
2. Is the employer involved in a current labor dispute?	___	___
3. Does the employer have a history of frequent layoffs?	___	___
4. Are current employees being displaced or their hours reduced as a result this proposal?	___	___
5. Does the employer presently have an employee in a layoff status who was employed in a position for which OJT training is proposed?	___	___
6. Will this OJT program deny a present employee promotional opportunity?	___	___
7. Is the employer in violation of local, state or federal labor laws?	___	___
8. Has the employer had a previous OJT within the last five years? If yes, describe the performance achieved below:		
a. Type of Contract:		_____
b. Date of Contract:		_____
c. Contract Number:		_____
d. Number of Trainees:		_____
e. Number of Completions:		_____
f. Length of Employment after Completion		_____
g. Average Wage of Completers:		_____

OJT CONTRACT EMPLOYER CHECKLIST (Continued)

- h. Average Wage of similarly employed individuals following a length of time equal to the training received by completers: _____

- i. Additional information to support the performance attained by the employer:

(Complete the information requested in 8a to 8i on a separate attachment if the employer had more than one contract).

The employer has demonstrated performance 1 in previous contracts. (Describe)

The employer has not exhibited a pattern of providing participants with long-term employment and comparable wages but has had extenuating circumstances that do not disqualify if from OJT program eligibility. (Describe)

The employer has not exhibited a pattern of providing participants with long-term employment and comparable wages and is disqualified from OJT participation for one year commencing on the date this OJT Contract Employer Checklist is signed. 2 (Describe)

The employer has not exhibited a pattern of providing participants with long-term employment and comparable wages and is disqualified from OJT participation indefinitely. (Describe)

1 Previous performance is defined as providing continued long-term employment for at least six months, and/or as providing participant wages, benefits and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same work.

2 An employer who has had two or more OJT contracting with the Office of Employment and Training

9. Is the employer proposing to train more than 33 percent of it's regular, full time workforce?
Yes____ No____
10. Has the employer relocated to SDA's labor market area within the previous 120 days? If yes, attach the Pre-Award Review for Relocating Establishments.
Yes____ No____
11. Is the employer a current or prior WIA Board member or does the employer employ a current or prior WIA member?
Yes____ No____
12. Is this employer part of the public sector? If yes,

Does the approval of this contract cause the Grant Recipient to exceed the ratio of public employees to private employers in the Westchester Putnam Workforce Investment Area.
Yes____ No____
13. Has the employer indicated that the individuals to be hired and trained under the proposed contract would not have been hired in the occupation specified in the absence of such a contract?
Yes____ No____