

Overview and Initial Checklist **FOR THE** **ON-THE-JOB TRAINING PROGRAM**

On-the-job training (OJT) is a program that can help businesses find and develop qualified job candidates by giving them money to train employees with the skills set that both the employer and the worker need for a successful match.

Benefits of OJT

- We'll help you find candidates for your open positions who match or exceed your minimum requirements.
- You'll hire only the candidates that you feel will work well in your organization.
- We'll reimburse you for as much as \$6,000 of the wages associated with the training period for each new employee (at half the pay rate for the training period).
- You'll be able to give your employees hands on training your way.
- We'll work with you to keep the paperwork to a minimum. In most cases you'll be able to use your existing documentation.

If your company can answer yes to the questions below, the OJT program may be a good option for your company.

We could use \$6,000 to offset the cost of bringing on our new employees

YES: NO:

We can provide full-time employment (at least 30 hours)

YES: NO:

We can provide work2future with minimum requirements to use to screen applicants

YES: NO:

We are willing to insure ourselves with at least:

- General Liability: \$1M
- Auto Liability: \$1M
- Worker's Compensation: \$1M
- Waiver of Subrogation (right to sue City)

YES: NO:

We have or can develop a plan to train our new employees our way

YES: NO:

We are a for-profit or non-profit organization

YES: NO:

We are willing to hire long-term unemployed candidates

YES: NO:

We will provide work2future with sufficient training and payroll documentation to satisfy federal requirements (work2future promises to only ask you for what is needed)

YES: NO:

We work to retain our employees

YES: NO:

You can find more information regarding the On-The-Job training program and an application at http://www.work2future.biz/content/business-services_job-training/.

If you'd like to discuss the program in more detail, please contact Kevin Turner at kevin.turner@sanjoseca.gov or at (408) 794-1239.



On-The-Job Training Program Application – 2010/2011

SECTION 1. Company Information

Company Name:	Company Start Date (How many years in business):
Address for Notices:	Worksite Address (if different from Address for Notices):
City/ State/ Zip Code:	Worksite City/ State/ Zip Code:
Company Contact Person: Name: _____ Position Title: _____ Telephone Number: _____ Email Address: _____	Employees at Worksite Address: Has the company been at this worksite for more than 120 days? <input type="checkbox"/> Yes <input type="checkbox"/> No Fax Number: _____
Taxpayer ID Number:	Is the company current on all State of California tax obligations? <input type="checkbox"/> Yes <input type="checkbox"/> No
City of San José Business License Number (if conducting business in San José):	California Sales Tax Registration Number:
Type of Entity: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> "S" Corporation <input type="checkbox"/> "C" Corporation <input type="checkbox"/> Limited Liability Company State of Incorporation: _____	
Authorized Signatory for Contract Print Name: _____ Telephone Number: _____ Position Title: _____ Email Address: _____	
Description of your business, product(s), and/ or service(s): 	

SECTION 2. Budget Information

Please estimate the total amount your company has budgeted for training in 2010/2011:	
Is this company currently providing On-the-Job Training?	
If yes, which funding source(s)? _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this company receiving/applying for other public training funds?	
If yes, explain: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does this company currently receive more than \$500,000 in Federal funds in a year?	
If yes, please state the source(s) and \$ amount(s): _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of trainees:	
Projected Start Date:	Projected End Date:

SECTION 3. Position Description:

To help work2future better understand your positions and to evaluate how our clients will be able to satisfy your company's needs, outline of the skills required for each position. Complete a separate *Form 1* (found at the end of the application packet) for each position title or attach similar documentation. Be sure to identify the number of trainees needed.

Certificate Issued Upon Successful Completion:

In order to provide on-going value to employees OJT participants must document the training that they provide. Please check applicable boxes:

- Training program results in a nationally recognized credential.
- Training program results in an industry recognized credential.
- Employer will issue a certificate approved by work2future Assistant Director.

SECTION 4. Anticipated Outcomes of the On-the-Job-Training

Please check applicable boxes

- Trainees will receive a raise in wages to \$_____ per hour after training.
- Trainees will have increased responsibilities after training.
- Trainees will be eligible for higher-paying positions within the company after training.
- Trainees will receive increased medical or other benefits.

Please check the boxes that apply to the anticipated outcomes of the proposed training project. **Attach a brief statement to this application for each checked box explaining how and/or why this training would result in the specific outcome.**

<input type="checkbox"/> Will save _____ jobs within the company <input type="checkbox"/> Will improve the long-term wage levels of trainees <input type="checkbox"/> Will create _____ new jobs within the company <input type="checkbox"/> Will lower employee turnover in the company <input type="checkbox"/> Critical to the short-term viability of the company <input type="checkbox"/> Will assist in the training of veterans <input type="checkbox"/> Will assist in the training of the disabled <input type="checkbox"/> Will increase the profitability of the company <input type="checkbox"/> Will be an important component to enhance the company's overall employee development efforts	<input type="checkbox"/> Will create _____ openings in entry-level positions <input type="checkbox"/> Will improve the short-term wage levels of trainees <input type="checkbox"/> Would help prevent company from having to relocate operations <input type="checkbox"/> Critical to the long-term viability of the company <input type="checkbox"/> Will make this location more competitive within company <input type="checkbox"/> Will assist in lay-off aversion <input type="checkbox"/> Important to the stated mission of the company <input type="checkbox"/> Will assist in the prevention of international outsourcing
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SECTION 5. Authorized Union Representative

Is the OJT position covered by a collective bargaining agreement with a labor organization?

Yes No

If yes, the authorized union representative must sign under the following statement:

By signing below, I hereby concur that the OJT described in this application will not impair existing agreements for services or collective agreements.

<i>Signature:</i>	<i>Title:</i>
<i>Print Name:</i>	<i>Date:</i>

SECTION 6. Certification by Authorized Company Representative

[NOTE: The individual signing the application below must have authority to enter into contracts on behalf of the applying company.]

As an authorized representative of the company listed above, I hereby certify that the information listed above and attached to this application is true and accurate. I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any training award approved through this program.

<i>Signature:</i>	<i>Title:</i>
<i>Print Name:</i>	<i>Date:</i>

APPLICATION PREPARED BY: (if different than authorized company representative above)

<i>Name:</i>	<i>Title:</i>	<i>Company:</i>
<i>Address:</i>	<i>Phone:</i>	

Return one copy with original signatures to:

On-the-Job Training Program
Attn: Kevin Turner
work2future
5730 Chambertin Drive
San José, CA 95118

Form 1 (Position Description)

Position Overview

Position Title: _____
 Number to Fill: _____

O*Net Code: _____

Brief Position Description:

Training Wage: _____ Wage Following Training: _____

Minimum Qualifications (before training):

Education: _____ (e.g.: college degree...)
 Years Experience: _____ (in position or industry)
 WorkKeys (if known):
 Math: _____
 Locating Information: _____
 Reading: _____

Skills Required

SKILLS TO BE LEARNED:	MINIMAL STARTING CAPABILITY	DESIRED END CAPABILITY	ESTIMATED TRAINING HOURS:
1. SKILL TO BE LEARNED (E.G.: TYPING)	NONE: <input type="checkbox"/> BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	HOURS:
2. SKILL TO BE LEARNED	NONE: <input type="checkbox"/> BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	HOURS:
3. SKILL TO BE LEARNED	NONE: <input type="checkbox"/> BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	HOURS:
4. SKILL TO BE LEARNED	NONE: <input type="checkbox"/> BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	HOURS:
5. SKILL TO BE LEARNED	NONE: <input type="checkbox"/> BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	HOURS:
(IF ADD'L SKILLS ARE REQUIRED ATTACH ADD'L FORM 1)			

LIST SUPPLIES AND TOOLS NEEDED FOR TRAINING:

