workforce SOLUTIONS
americanjobcenter

ON-THE-JOB TRAINING

APPLICATION REVIEW

Business:	Application Date	Date of Site Visit

	Item	Yes	No	N/A*
	1. Is there any evidence from the application (#3) or the site visit to indicate that health and safety laws and guideline are not in compliance with applicable laws and guidelines			
	2. Does the business indicate (#4) that benefits and working conditions for OJT positions be the same as other employees in similar positions and employment status?			
	3. If there is an existing collective bargaining contract, have the appropriate labor organization and employer provided written concurrence that an OJT contract will not be inconsistent with the collective bargaining contract (#6)?			
	4. Is there any evidence from the application (#7), local news, or the site visit to indicate the business involved in a strike, lockout, or other labor disputes?			
	5. Has the business relocated to the area within the past 120 days (#8)? If no, go to #6			
	Did the relocation result in a loss of employment for any employee of such business at the original location if the original location is within the United States? If no, go to #6			
	If a loss of employment resulted, has the promise of OJT contract been used or proposed to encourage or induce the relocation of the business or part of the business?			
	6. Were previous OJT contracts written with this employer? If no, go to #7			
	Did the business fail to provide continued long-term employment as regular employees with wages and working conditions at the same level and to the same extent as similarly situated employees unless it can be determined that extenuating circumstances exist, such as voluntary separation from employment by an employee or termination for cause?			
	7. Are the proposed OJT positions 35 hours per week or more?			
	8. Do the proposed OJT positions require more than minimal (less than one month) training (Position Information)?			
	9. Does the business require the incentive of reimbursement to hire and train eligible individuals referred by Workforce Solutions or to retain and train individuals for these positions (#10)?			
	10. Will the OJT displace any currently employed workers in the business (#11)?			
	Have any employees been terminated or has the workforce been reduced with the intention of filling the vacancy (ies) by hiring a trainee whose wages are subsidized (#11)?			
	Will the proposed OJT positions be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals (#11)?			
	11. Is there evidence from the application (#12) and the site visit that the business has the facilities, equipment, and/or supervision necessary to provide the required training for these OJT positions (Position Information)?			
	12. If the proposed OJT is for currently employed workers, does the training(s) involve the introduction of new technologies, production or service procedures, upgrading to new jobs that require additional skills, or workplace literacy (#13)?			
	13. Are any of the proposed OJT positions to be filled with an individual who is related to the employer or in a supervisor which could create a situation of nepotism (#14)?			
	14. Will the proposed OJT positions involve any political activity, either directly or indirectly (#15)?			
	15. Is there any evidence that the proposed OJT positions will involve, either directly or indirectly, the construction, operation, administration or maintenance of any facility to be used for sectarian instruction or for religious worship (#16)?			
	16. Is the business a contractor or subcontractor in any construction, alteration, or repair of public buildings or public works, including painting of projects and buildings (#16)? If no, go to 18			
	Are the proposed OJT positions for laborers and mechanics (#17)? If no, go to 18			
	Will the proposed OJT positions be paid wages and benefits at a rate not less than the locally prevailing wages and benefits on projects of a similar character in accordance with the Davis-Bacon Act (#17)?			
	17. Is the company debarred from receiving funds (Certifications page)? Attach verification			
	18. Is the company current on Franchise Tax or Exempt (Certifications page)? Attach verification			

*The "N/A" column when shaded is not appropriate for an answer.