

## OJT ENROLLMENT FORM

**INCLUDE JOB APPLICATION/RESUME**



<b>PROJECT INFORMATION</b>	Project Name & WIN#:		Enrollment Date:							
	Project Resident:		Office/Cell #:							
	Contractor Name:									
	Site/Trainee Supervisor:		Office/Cell #:							
	EEO Officer:		Office/Cell #:							
	Site Trailer Location: Street Address, Land Markers									
<b>OJT CANDIDATE INFORMATION</b>	OJT Candidate Name:		SSN (Last 4):							
	Street Address:		City, Zip Code:							
	Email Address:		Cell #:							
	Classification Title:		Training Hours:							
	<i>The FHWA Training Special Provision (TSP) §230.111(c) requires the contractor to provide the information below for each OJT Candidate. Please be sure to fill this section out due to annual MaineDOT reporting requirements.</i>									
Ethnicity or Protected Class:		American Indian or Alaskan Native    Asian/Pacific Islander    Black    Hispanic    White    Prefer not to answer								
Male	Female	Other:	Veteran	Disadvantaged Worker*	Age Group	18 - 25	26 - 35	36 - 45	46 - 55	> 56
New Hire	Upgrade	1st upgrade 2nd upgrade	Start Date:		End Date (Estimate):					
<b>HOURLY RATE</b>	<b>Proposed OJT Hourly Rate**</b> \$    per hr <i>**OJT wage rates are subject to approval by the OJT Program Coordinator prior to the start date; it can be NO LESS than 60% of the Journeyman rate on the General Decision.</i>									
	<i>**Upon successful completion of the OJT's training, the worker's wage rate should be comparable to or higher than the rate of other journeyed workers on this project as shown on the General Decision for this project.</i> \$    per hr									
<b>SIGNATURES</b>	OJT Candidate: Contractor:							Date:		
	EEO Officer:							Date:		
	Maine DOT Civil Rights (Internal Information Only)									
	OJT Program Coordinator:					Date:		Approved    Denied		
	Graduation Date		Certificate Sent		6-month F/U		Annual F/U			
<b>PLEASE NOTE:</b> No payment will be made to the contractor if it is determined that the contractor failed to provide the required training, or if the contractor did not hire the trainee as a Journey-level tradesperson upon completion of training. If it is determined that the contractor did not comply with this section, the resulting figures shall be deducted from any monies due the contractor, as determined by the Resident.										

\*Disadvantaged worker must meet at least one of the following six criteria: 1. Homeless 2. Custodial Single Parent 3. Recipient of Public Assistance 4. Lack GED/high school diploma 5. have a criminal record 6. be chronically unemployed.

**SUBMIT SIGNED/COMPLETED FORM VIA EMAIL TO: [Jennifer.e.laliberte@maine.gov](mailto:Jennifer.e.laliberte@maine.gov)**