



IN-HOUSE TRAINEE APPROVAL REQUEST

731-0503 (10-05)

NOTE: Submit this form for each proposed trainee prior to trainee start date. The Prime Contractor is also required to submit this form for approval for its subcontractor(s) trainees prior to trainee(s) start date.

PRIME CONTRACTOR	ODOT CONTRACT NUMBER
SUBCONTRACTOR (IF APPLICABLE)	ODOT PROJECT MANAGER

APPROVAL IS REQUESTED TO PROVIDE TRAINING FOR THE FOLLOWING TRAINEE

NAME	EMPLOYEE SOCIAL SECURITY NUMBER	CRAFT TO BE TRAINED IN
ADDRESS		TELEPHONE NUMBER
EMPLOYEE STATUS <input type="checkbox"/> NEW HIRE <input type="checkbox"/> UPGRADE	ESTIMATED NO. OF TRAINING HOURS FOR THIS PROJECT	TRAINEE START DATE
TYPE OF TRAINING <input type="checkbox"/> IN HOUSE OJT		PERCENT OF JOURNEY LEVEL
ETHNIC GROUP Good Faith Effort (GFE) documentation MUST be provided if neither a Minority nor Female is proposed for training. Failure to provide GFE documentation could result in denial of this request		
<input type="checkbox"/> BLACK <input type="checkbox"/> ASIAN <input type="checkbox"/> NATIVE AMERICAN <input type="checkbox"/> HISPANIC <input type="checkbox"/> WHITE		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

TERMINATION DATA

TERMINATION DATE	TOTAL TRAINING HOURS THIS JOB	HOURS TO COMPLETE FOR GRADUATION	
TERMINATION STATUS <input type="checkbox"/> GRADUATED <input type="checkbox"/> LAYED OFF <input type="checkbox"/> TRANSFERRED TO PROJECT # _____ <input type="checkbox"/> OTHER			

SUMMARY OF PREVIOUS TRAINING (Enter amount and type of training previously received by trainee. If known, please indicate other ODOT contract(s) on which the trainee has been utilized).

PRIME CONTRACTOR SIGNATURE	DATE	SUBCONTRACTOR SIGNATURE (IF APPLICABLE)	DATE
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FOR ODOT USE ONLY

REMARKS

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	OFFICE OF CIVIL RIGHTS	DATE
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