



### ATTACHMENT C

## CRAFT REQUEST (Apprentice or Journey Level) & RESPECTFUL WORKSITE FORM

FAX TO	FAX NUMBER	CONTACT/DISPATCHER	NUMBER OF PAGES
REQUEST FROM	CONTACT PERSON	FAX NUMBER	PHONE NUMBER
DATE/TIME			

### PART 1

**Apprentice Request**

As a registered Training Agent, I am using this form to request referral of an apprentice for employment with my company in cooperation with the ODOT OJT/Workforce Training and Hiring Program. If I am unable to receive a referral from my apprenticeship program within two Business Days of my apprenticeship program being open for applications or allows direct entry, I may use this form to request a referral to the apprenticeship program from community recruitment resources.

NEED REFERRAL BY	WORK START DATE	JOBSITE LOCATION
FORECAST EMPLOYMENT LENGTH	PROJECT NAME	OWNER
TRADE DESCRIPTION	NUMBER OF APPRENTICES	MINIMUM QUALIFICATIONS

### Project and Safety Needs

Hard Hat    Gloves    Hard Toe Boots    Others

Please fax this Request for Apprentice form to your apprenticeship committee.

**PART 2**

**Journey Level Worker Request**

NEED REFERRAL BY	WORK START DATE	JOBSITE LOCATION
FORECAST EMPLOYMENT LENGTH	PROJECT NAME	OWNER
TRADE DESCRIPTION	NUMBER OF WORKERS	MINIMUM QUALIFICATIONS

**Project and EDZ Needs:** As set forth in the Prime Contract, there is a \_\_\_% hiring goal for utilization of EDZ Workers.

\_\_\_ I am using this form to request EDZ Workers, consistent with CWA Article 13, section 3 and 6.

**Describe:** \_\_\_\_\_

**PART 3**

**Respectful Worksite**

Respectful Worksite training is required for all workers. Workers will report to the following address for orientation prior to work:

REPORT TO ADDRESS FOR ORIENTATION	ONBOARDING CONTACT NAME	ONBOARDING CONTACT PHONE
-----------------------------------	-------------------------	--------------------------