

INSTRUCTIONS FOR APPRENTICE/TRAINEE APPROVAL REQUEST

1. Name of Prime Contractor for this project
2. DDOT Contract Number ((2a) bundle number if applicable)
3. Name of Subcontractor providing training (If applicable)
4. Name of DDOT or Consultant Project Manager
5. Full name of apprentice/trainee (should be same as on social security card)
6. Social Security Number of apprentice/trainee (last Four Digits)
7. Craft – Acceptable crafts are Carpenter, Cement Mason, Electrician, Equipment Operator, Ironworker, and Laborer. In addition, exact name of adopted in-house training program may be listed *for this contractor*.
8. Address, City, State, and Zip of apprentice/trainee
9. Telephone number of apprentice/trainee
10. Employee Status – New Hire, Transfer (new hire is new to company, transfer is existing employee transferring to this project) or Upgrade
11. Estimated number of hours this trainee will receive on this project. **Hours listed here must match hours listed in the approved Training Program for this contractor and this craft.*
12. Date the apprentice/trainee will start work on this project
13. Type of Training
 - a. Apprenticeship (Attach copy of dispatch slip)
 - b. On-the-Job Training (In-House) – Attach copy of Training Program (i.e. Carpenter Trainee, etc.) signed and dated by both the trainee and a company representative
14. Ethnic Group – If Native American is checked, attach copy of tribal identification
15. Gender (self explanatory)

NOTE:

If proposed apprentice/trainee is neither minority nor female, attach Good Faith Effort (GFE) documentation showing compliance with the EEO section of FHWA 1273, REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION CONTRACTS included in your contract.

The US DOL has held that the failure of a JATC or Union to refer a minority or female does not relieve the contractor of the EEO obligation.