

CONTRACTOR'S OJT TRAINEE ENROLLMENT FORM

Rev. 06/19

State Project Number: _____ Parish: _____ Date: _____
Contractor: _____ Address: _____
Contractor's Representative Name: _____ Phone No.: _____
Representative's Email: _____

Employee Interview TRAINEE PAYROLL ID NO.: _____

Payroll ID (Must use initials/DOB 2-digit month & 2-digit date/ last 4 SSN *MUST Match on Payroll): _____

Employee/Trainee Name: _____

Address: _____ Phone No.: _____

Date of Birth: _____ Sex/Gender: _____

Ethnic Group Designation: Asian & Pacific Islander: _____ American Indian/Alaskan Native: _____

Black: _____ Hispanic/Latino: _____ White/Other: _____

Employee Status: New: _____ Upgrade: _____

Position Held Currently: _____ Hourly Wage: _____

Previous OJT Training: _____ Yes _____ No

Previous OJT Training Classification: _____

Graduate: _____ Yes / Date: _____ _____ No

Employer during training: _____

Describe your training/work duties prior to this training: _____

Person to Conduct Training: _____ Job Title: _____

New Job Classification of Trainee: _____ Training Hours needed: _____

OJT Job Classification DOT No: _____

Which type of training: On-the-Job _____ Union Apprenticeship _____

Training Program to be used: _____

Projected Start Date of Training (must be payroll period AFTER approval date): _____

Trainee received a copy of the OJT Program? _____ Yes _____ No

Describe the OJT training duties: _____

Please attach classification description to this page

*Attach a copy of the appropriate OJT Construction Classification page available at

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/Compliance/OJT%20Documents/OJT%20Construction%20Classifications.pdf *

For Compliance Programs Only

Date Approved: _____

Approved By (Name/Job Title): _____

Approved OJT Job Class/Labor Class Code (Must Match On Payroll): _____

Date Denied: _____ Reason for denial: _____

**Remit completed form with attached classification description to DOTD Compliance Programs: Joyce Brignac, OJT Program Specialist
joyce.brignac@la.gov OR fax to (225) 379-1865, ATTN: Joyce Brignac, OJT Program Specialist