



On-the-Job Training (OJT) Employer Application

Business Information

This information will be used to complete an accounting profile for your training agreement.

Federal Employer Identification Number (FEIN): _____

Business Name (DBA): _____

Employer's Name: _____

Business Telephone Number: _____

Business Address: _____

City/St/Zip: _____

Mailing Address: Same as Business ?
Yes: ___ No: ___ If no, please provide:

Address: _____

City/St/Zip: _____

Training Information

Please provide information about the training and the individual authorized to supervise and represent your business in future agreements.

Job Title: _____

Work site Location. Same as Business?
Yes: ___ No: ___ If no, please provide:

Street: _____

City/St/Zip: _____

Name of Authorized Employer Representative:

Representative's Telephone Number: _____

E-mail Address: _____

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Federal and State Employer Requirements

- Unemployment Insurance Contribution Account
- Alaska Business License
- Workers Compensation Coverage
- Comprehensive General Liability Coverage
- Commercial Automobile Liability Insurance if the employee is required to drive a company vehicle.

The Employer agrees:

- To provide the trainee with State Unemployment Insurance, FICA and any other fringe benefits required by law.
- That the entry-level wage is based on similar positions and training time is comparable for other workers for a similar position.
- To provide reasonable accommodation for any qualified disabled employee to assist in the essential job functions.
- That the position will not interrupt promotional lines for current employees, displace or fire current employees, including partial displacement such as a reduction in workforce hours of non-overtime work, wages, or employment benefits.
- That the job duties will not relate to religious, political or union activities.

The Employer certifies:

- Employer has no outstanding wage and hour claims.
- Previous work site contracts were successful and no federal or state violations occurred.
- Employer will not discriminate against any person because of race, color, national origin, religious creed, political belief, disability, or age in admission to or participation in this program.
- Training will not impair existing contracts for services or collective bargaining agreements.
- If trainee is subjected to the terms of a collective bargaining unit, the training shall only be performed with the concurrence of the collective bargaining agent.

I certify to the best of my knowledge the information I provided is true and accurate:

Employer Name (please print) : _____

Signature: _____ Date: _____