

INSTRUCTIONS FOR COMPLETING OJT REGISTRATION/ENROLLMENT FORM

Project Name and Location: insert project name and location of project.

Contractor: insert Contractor name enrolling trainee.

Name: insert name of person to be enrolled.

Address: insert proper mailing address of enrollee.

Phone Number: insert telephone or message number for enrollee.

Social Security Number: insert enrollee's Social Security Number.

Ethnic/Protected class: indicate race or ethnicity of enrollee.

Sex: check male or female.

Training Classification: indicate classification name.

Hours: indicate total classification training hours.

New Hire, Upgrade, Other: indicate which category.

Enclosed Copy of: Check whichever is accurate.

Start Date: indicate date training commences.

Start Wage: indicate starting wage to % of journeyed wage rate.

Expected End Date: indicate date training completed.

End Wage: indicate ending wage to % of journeyed wage rate.

Site Phone Number: indicate Contractor's on-site telephone number.

EEO Officer: indicate name of company's EEO Officer.

Trainee Signature: trainee signs and dates form.

Employer Signature: Contractor representative signs and dates form.

SUBMIT PRIOR TO OJT BEGINNING WORK

Send to: MaineDOT, Civil Rights Office
State House Station # 16
Augusta, ME 04333-0016
Tel (207) 624-3036
Fax (207) 624-3021
"TTY Users Dial Maine Relay 711"
gigi.ottmann-deeves@maine.gov

