

# WORKFORCE TRAINING & HIRING PROGRAM



## ATTACHMENT 3 REQUEST FOR APPRENTICE FORM

Email this Request for Apprentice form to the Apprenticeship committee employing the trade classification needed. To document your Good Faith Efforts, upload this attachment and corresponding email to the Certified Payroll/Prevailing Wage contract compliance reporting system identified at <https://multco.us/info/supplier-diversity-programs>.

### Request To:

Apprenticeship Committee: \_\_\_\_\_  
Committee/Dispatch Email: \_\_\_\_\_

### Request From:

Company Name: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Request Date: \_\_\_\_\_

### Apprentice Request:

As a registered Training Agent, we are using this form to request referral of Apprentices for employment with our company in cooperation with Multnomah County's Workforce Training & Hiring program (WTHP). Within the WTHP, there are aspirational goals for employing women and minorities, which we would like to consider in our attempt to diversify the local workforce. If we are unable to receive a referral from the Apprenticeship program within a reasonable time we will continue our hiring efforts through alternative apprenticeship programs and community recruitment resources.

Project Title: \_\_\_\_\_  
Job Site Address: \_\_\_\_\_  
Public Owner: **Multnomah County**  
Apprentice Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_  
Number of Apprentices: \_\_\_\_\_ Trade/Occupation: \_\_\_\_\_  
Number of Apprentices: \_\_\_\_\_ Trade/Occupation: \_\_\_\_\_  
**Safety Needs:**  Hard Hat  Gloves  Hard-Toed Boots  Other:  
Minimum Qualifications (if different from Apprenticeship standards): \_\_\_\_\_

### For Apprenticeship Program Only

Please check the appropriate box and email to Multnomah County's Workforce Training & Hiring program.

I was able to dispatch an Apprentice to the project listed above. A list of apprentice candidates ready for hire has been sent to the requesting company's email address listed above.

I was unable to dispatch an Apprentice to the project listed above because: \_\_\_\_\_

Dispatcher Name: \_\_\_\_\_ Date: \_\_\_\_\_ Dispatcher Email: \_\_\_\_\_