

**ATTACHMENT A**

# REQUEST FOR INCUMBENT WORKER TRAINING FUNDS

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

You may qualify for funding to offset the cost of training your current employees. If interested, please review the Policies & Procedures, complete the short application, and send it in. Someone from our office will contact you on the next steps. Small and large businesses are encouraged to apply.

Applying Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ (FEIN): \_\_\_\_\_

Total # employed fulltime by company \_\_\_\_\_

Name of Training Program \_\_\_\_\_

Please include a narrative description for the following:

- > Type of training
- > Number of employees to be trained
- > Justification of need for training
- > Training dates
- > Itemized Budget (i.e.: Training cost, books, fees, etc.)
- > Layoff Aversion Indicator (Attachment D)
- > Copy of training objectives/outline
- > Employer match and other contributions
- > Expected Outcomes
- > Include wage amounts at completion and or promotions earned also future hiring expectations

\_\_\_\_\_  
Signature of Company Official

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Date

**Please mail or fax to: (select one)**

Mid-5 Employment & Training, Inc PO Box 505 701 North Commercial, Suite 6A Harrisburg, IL 62946 Phone: 618-252-6020 Fax: 618-252-0326 Email: midfive@frontier.com	Wabash Area Development, Inc. PO Box 70 110 Latham Street Enfield, IL 62835 Phone: 618-963-2387 Fax: 618-963-2525 Email: sgoldman@wadi-inc.com	Shawnee Development Council, Inc, PO Box 298 530 West Washington Karnak, IL 62956 Phone: 618-634-2201 Fax: 618-634-9551 Email: doris.m.wia@shawneeddevelopment.org
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"Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities."